



## Commerce Reinvestment Fund Small Business Grant Application

### Eligibility Criteria

The Olympic Workforce Development Council (OWDC) is proud to sponsor a new Small Business Grant with our Commerce Reinvestment Fund Initiative through WorkSource Kitsap and WorkSource Clallam. The Commerce Reinvestment Fund (CRF) initiative aims to support small businesses owned by Black, Latino, and Tribal individuals in Clallam, Jefferson, and Kitsap Counties by providing grants between \$5,000 and \$10,000. These grants are designed to bolster your business and workforce through various means, including providing your current employees with short-term certifications, reskilling, or upskill training, and equipment for your business and other eligible assets to facilitate business growth and expansion. The OWDC and WorkSource are committed to fostering diversity, equity, access, and inclusion in the local business community, and we believe that investing in the growth and development of underrepresented entrepreneurs is crucial for economic empowerment and sustainability.

**Deadline for Applications: August 15, 2024**  
**Grant Award: Anticipated on or around October 1, 2024**

### Eligibility

- Small Business (fewer than 50 employees)
- Funds are prioritized for workforce development activities and self-attested Black, Latino, and Tribal business owners to address systemic barriers and promote diversity.
- Business licensed in Clallam, Jefferson, or Kitsap County
- The proposed project supports employee development, skill enhancement, business growth, and economic mobility.

### Eligible Projects Include:

- **Employee Development:** Funding can be used to provide worker training such as short-term (6-month period or shorter) certifications and other employee development that reduces the cost of training employees, supports worker retention, and provides upskill or advancement opportunities for employees. The maximum grant award in this category is between \$5,000 and \$10,000. WorkSource will directly fund the training provider.
- **Asset Purchases that Lead to NEW Hires or Business Sustainability and Growth:** Acquiring assets such as furniture, equipment, machinery, or software that produces long-term benefits by increasing revenue, increasing business value, and/or improving operations, all of which contribute to business growth and sustainability. The maximum grant award is between \$5,000 and \$10,000 for asset purchases. These grants are to be utilized for new asset purchases with funds being distributed directly to vendors. Funds cannot be used for working capital, land and building acquisition, or relieving existing debt. WorkSource will work with your business to make these purchases directly.

# Commerce Reinvestment Fund Small Business Grant Application

## Section1: Business Information

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**Business Name**

**Business Website**

**WA State UBI#**

**Business Type**

☐ Sole Proprietorship

☐ LLC

☐ Corporation

☐ Non-Profit

☐ Public Sector

**Business Size**

☐ 1-25 Employees

☐ 26-50 Employees

☐ 51-100 Employees

☐ 101+ Employees

**Years in  
Operation**

**Address**

Address Line 1

City

Washington



Zip Code

**Primary Business Contact**

Title

First

Last

**Phone**

**Email**

## Section 2: Ownership Information

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**Do you attest that your business is Black, Latino, or Tribal owned?**

☐ Yes ☐ No

**Are you an Office of Minority and Women's Business Enterprises (OMWBE)-certified business?**

☐ Yes ☐ No

**Are you an Veteran owned business?**

☐ Yes ☐ No

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## Section 3: Grant Purpose

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Please check which you are requesting.

- ☐ Employee Development for current employee(s)
- ☐ Asset Purchase (Laptop, Commercial Stove, Software)

Please describe the type and purpose of the grant funding you are requesting. (Max. 2000 characters)

How will this grant help to achieve your business goals and/or contribute to developing your workforce? (Max. 2000 characters)

Will these funds help your business address any racial, economic, and social disparities your business has faced?

☐ Yes ☐ No

**For Employee Development funds:**

*Please provide details of the training, short-term certifications, reskilling or upskilling programs you plan to provide with grant funds. You must include information such as training provider, number of participating employees, training program name, duration, and intended outcomes for both the business and the employee being trained. (i.e. Employee will receive a forklift certification and a \$1 per hour raise upon training completion.) (Max. 2000 characters)*

**For Asset Purchase funds:**

Laptop, commerical stove, software, etc.

*Please provide details of what you propose to buy. Include information such as the product(s) to be purchased, and how it/they will be a benefit to your company, where the item(s) can be purchased (vendor information), estimated cost, and how it will strengthen or grow your business. (Max. 2000 characters)*

# Commerce Reinvestment Fund Small Business Grant Application

## Section 4: Costs

### Budget

*Note: Final invoice of purchase(s) will be required to validate grant fund allocation.*

Type of Funds	Description	Amount
<input type="checkbox"/> Employee Development <input type="checkbox"/> Asset Purchase		
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# Commerce Reinvestment Fund Small Business Grant Application

## Section 5: Certify

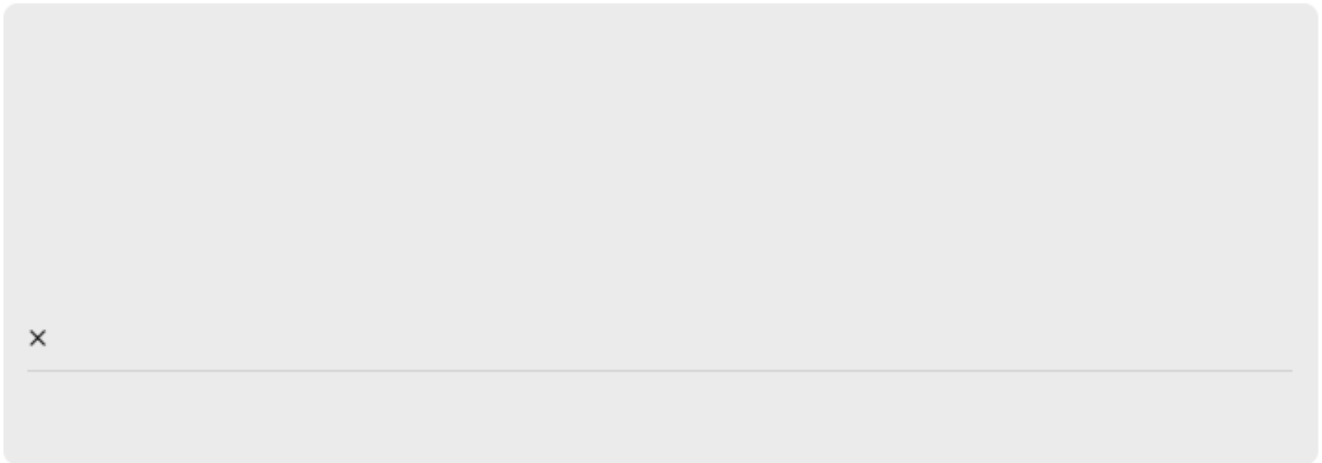
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By signing below, I certify that the information provided in this application is true and accurate to the best of my knowledge. I attest grant funds will be used based on Section 3 and 4 of this application. I understand that any false statements may result in my application not being considered, I understand that if awarded, I may be asked to provide feedback and outcome information.

**Application Full Name**

**Date**

**Signature**



Thank you for taking the time to complete our grant application. We appreciate your effort and dedication. Please submit your completed application to one of the following addresses:

**WorkSource Kitsap**  
**WIOA Business Services**  
3120 NW Randall Way  
Silverdale, WA 98383

**WorkSource Clallam**  
**WIOA Business Services**  
810 West Brackett Road  
Sequim, WA 98382

Alternatively, you can email your application to: [OlympicWIOA@esd.wa.gov](mailto:OlympicWIOA@esd.wa.gov)  
We look forward to reviewing your application.

Sincerely,



*WorkSource is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.*