

## Kauai Small Business Boost Grant Frequently Asked Questions

**Q: How do I submit an application?**

A: Applications will be submitted via an online portal. A link to the application portal is shared on the Kauai Forward website here: <https://kauaiforward.com/businessgrant/>.

**Q: Do I need to be a member of one of the credit unions to apply?**

A: No, you do not need to be a member of the credit union. Further, being a member of a credit union does not confer any advantage or disadvantage.

**Q: How do I know if my business is eligible?**

A: To be eligible for the grant, your business must meet the following criteria:

“Small businesses,” 501(c)(3)’s, and 501(c)(19)’s that have:

- Less than 20 employees; **and**
- who have been in operation on Kauai for at least one year, as shown by their general excise tax license, prior to their application; **and**
- who intend to remain in business on Kauai amidst the new COVID-19 landscape; **and**
- who meet **at least one** of the following:
  - Have at least one employee.
  - Hire at least one independent contractor.
  - Operate from a commercial location (P.O. Boxes or “Care Of” addresses do not satisfy this requirement) or contribute to a lease of such a commercial location to operate their business.

You can review the full eligibility criteria [here](#).

**Q: What documentation will I need to prepare before applying?**

A: Applicants will be asked to provide a digital copy of their non-expired State of Hawaii Driver’s License or State ID card, as well as a digital copy of the businesses’ completed W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>). Failure to provide this documentation may disqualify the applicant from the application process.

**Q: How can I check the status of my application?**

A: The portal will give you a confirmation when you submit your application. Applicants will receive either Notices of Award or Notices of Non-selection upon completion of review of the application. Unfortunately we cannot update individual applicants as to the status of their applications during the process.

**Q: If I own more than one business, can I apply for the grant for each separate business?**

A: Yes, to the extent that each separate business has its own GET # and its own eligible expenses. However, duplication is not allowed. In other words, the same salary could not be paid from separate businesses.

**Q: How do I find my State of Hawaii General Excise Tax (GET) number?**

A: Businesses may locate their GET number on their General Excise Tax License, copies of filed State of Hawaii G45 or G49 Forms, or by using the State of Hawaii Department of Taxation Tax License Search website here: <https://tax.hawaii.gov/>. Click on Search Tax Licenses to access the site.

**Q: How will I receive the funds?**

A: If you are awarded a grant, one of the participating local credit unions will send you a Notice of Award by email and then will mail you a letter and certified check.

**Q: Do all businesses receive the same amount of funding from this grant?**

A: All businesses who are awarded the grant will receive \$7,500.

**Q: What can the grant funds be used for?**

A: Entities must certify that funds will go toward expenses related to COVID-19, or reinvestments necessary because of COVID-19, and maintain expense records, subject to audit.

- Examples of expenses include: Rent, Utilities, Payroll, COVID-19 Safety Precautions, or re-investment into the business in light of the new COVID-19 landscape.
- Examples of re-investment into the entity in light of the new COVID-19 landscape include: Technology, Education, New business plan and execution, New market strategy to re-focus on local market, Other expenses related to generating revenue or curbing expenses

**Q: Are grant funds awarded to small businesses subject to federal and state income taxes?**

A: Yes. Pursuant to the Internal Revenue Service: "The receipt of a government grant by a business generally is not excluded from the business's gross income under the Code and therefore is taxable." Businesses and non-profits that are awarded a grant will be issued a 1099.

**Q: I received funding from the Paycheck Protection Program for my business. Is my business eligible for this grant?**

A: Yes, your business may still be eligible depending on the extent of your COVID-19 expenses. However, the small business boost grant funds may not be used for expenses that have been or will be reimbursed, or to duplicate benefits offered, under any federal program, such as PPP, SBA, County or State CARES programs etc.

**Q: Why might some applicants not receive a grant?**

A: Funding is limited, and it is unlikely that all applicants will receive a grant. Additionally, applications that do not conform to the eligibility criteria, will be rejected.

**Q: If my business is not awarded a grant, who can I contact with questions?**

A: There will not be a process for businesses to dispute the grant decisions.

**Q: Will the grant awards be public record?**

A: Yes. We will post a list of awardees' organization names and business addresses on [Kauaiforward.com](http://Kauaiforward.com)