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COVID Resource Guide writing sample

Subject: COVID-19 Resource Guide for Business Owners and Employers, Workers, and Non-Profits

Resources for Business Owners and Employers

Seattle

Facebook Small Business Grants Program

Facebook has a sizeable presence in the Seattle area. As such, small businesses (under 50 employees) in the area that have experienced challenges from COVID-19 are eligible to apply for part of \$8.5 million in cash grants and ad credits. More information can be found [here](#).

Seattle Chinatown-International District Preservation and Development Authority

SCIDPDA has created the CID Restaurants and other Small Business Relief Fund to help the 400 businesses in the Chinatown-International District area of Seattle to help them mitigate the impacts of COVID-19. There is no formal application process; grants will go directly to affected businesses in the neighborhood. More information can be found [here](#).

Seattle Small Business Stabilization Fund

\$2.5 million is now available for small businesses in Seattle impacted by COVID-19. Eligible small businesses will receive a grant of up to \$10,000 to mitigate revenue lost by COVID-19. More information can be found [here](#). Application can be found [here](#).

Amazon Neighborhood Small Business Relief Fund

Amazon has established a Neighborhood Small Business Relief Fund, which will provide assistance for businesses with fewer than 50 employees or \$7 million in annual revenue, as well as a physical presence near Amazon's buildings in South Lake Union or downtown Bellevue. Funds are expected to be disbursed in early April. More information can be found [here](#). Application can be found [here](#).

Seattle Small Business Eviction Restriction Emergency Order

Mayor Durkan signed an emergency order on March 18 that temporarily halts evictions of small business and nonprofit tenants in the city of Seattle. The order is effective immediately for any action related to the non-payment of rent or due to the expiration of the lease's term during the 60-day moratorium. More information can be found [here](#).

Seattle B&O Tax Extension

The City of Seattle is offering relief to small businesses by extending the B&O tax filing and payment deadline until "later this year." More information can be found [here](#).

Seattle Office of Economic Development

The Seattle office of Economic Development has created a weekly webinar to respond to and support small businesses to mitigate the economic impact of COVID-19. The webinars are

every Wednesday from 11:00 a.m. to Noon. Information on the weekly webinar can be found [here](#). Archived webinars can be found [here](#).

Puget Sound

City of Tacoma COVID-19 Stabilization Loan

The City of Tacoma has created a COVID-19 Stabilization Loan program to provide loans of up to \$15,000 that require no repayment for a year. Small businesses with 10 or fewer employees who have a physical establishment with Tacoma city limits and have been affected by COVID-19 are eligible to apply. The funds can be used for any business purpose. More information can be found [here](#). Application can be found [here](#).

Seattle Metropolitan Chamber of Commerce

The Seattle Metropolitan Chamber of Commerce created the Keep Workers Healthy and Safe Fund to provide immediate cash relief for small businesses in King, Pierce, and Snohomish Counties to invest in the health and safety of their workers. The Fund is designed to help employers continue to provide uninterrupted medical insurance for their employees and keep employees safe by offsetting the costs of additional sanitation and safety supplies. The Fund is no longer accepting applications, but if more funding is received the application process will be reopened. Should that happen, this page will be updated. More information can be found [here](#). Those wishing to donate to the Fund can do so [here](#).

Pierce County

Small businesses in unincorporated Pierce County who have experienced significant economic injury as a direct result of COVID-19 may apply for the Emergency Small Business Relief Loan Program if they: 1. Are physically located in unincorporated Pierce County; 2. Have 10 or fewer employees, including the owner; 3. Have been in operation for one or more years; and 4. Can demonstrate at least a 25% reduction in revenues attributable to COVID-19. Loan amounts up to \$10,000 will be awarded, based on number of employees. More information can be found [here](#). Application can be found [here](#).

City of Lacey

The City of Lacey is in the process of approving \$1 million for small business grants for businesses affected by the virus. To qualify for the grants, businesses must operate in the city of Lacey, have a business license and have been in business before March 1. More information can be found [here](#). Businesses are asked to fill out an “economic injury form,” which can be found [here](#).

SCORE

Small business owners can benefit from the experience of people who have been through difficult times. The Seattle chapter of SCORE provides business mentorship free of charge for business owners throughout the Puget Sound region. More information can be found [here](#).

Spokane

Greater Spokane Inc.

Greater Spokane Inc. has a great deal of resources for businesses dealing with COVID-19, including information on applying for [SBA disaster loans](#) and a [free webinar](#) on key employment law issues related to COVID-19. Additionally, GSI has taken the lead on putting together a Regional Business Impact Survey that aims to quantify the regional impact on Spokane-area businesses. This survey is very important to local business leaders and elected officials. All Spokane-area business owners are strongly encouraged to take the survey, which can be found [here](#).

City of Spokane

The City of Spokane has a resource page on its website that details available resources for Spokane-area small business owners affected by COVID-19. An Economic Development Specialist is also available to answer questions by phone or email. More information can be found [here](#).

Bellingham

Western Washington University

Western Washington University's Small Business Development Center (SBDC) has business continuity resources and information to help the region's small business community. The SBDC website has suggestions for how to navigate a small business through this unprecedented time. More information can be found [here](#). Local business owners can register as a new SBDC client [here](#). A one-page COVID-19 Business Triage guide can be found [here](#).

Southwest Washington

Workforce Southwest Washington

Workforce Southwest Washington and its partners have compiled a list of resources to help businesses and individuals quickly find the help they need. It will be regularly updated. Additionally, the WSW Director of Business Services is available by email or phone to answer questions. More information can be found [here](#).

Columbia River Economic Development Council

CREDC is seeking feedback on the extent to which COVID-19 is impacting companies and the broader economy in Clark County and Southwest Washington. The feedback will be communicated with public officials to ensure visibility on the extent of the current and projected impacts, and of additional policy remedies that could align to help affected companies recover more quickly. Business owners in Clark County and Southwest Washington are encouraged to fill out the survey, which can be found [here](#).

Washington State

Working Washington Small Business Emergency Grant

Governor Inslee recently announced the creation of a \$5 million emergency grant program administered by the Department of Commerce. Businesses with up to 10 full-time employees may apply for a one-time grant of up to \$10,000. Eligible small businesses will submit

applications through their local county/regional economic development organizations. More information can be found [here](#). Application can be found [here](#).

Small Business Administration

The federal Small Business Administration (SBA) may be able to provide assistance to Washington businesses through the Economic Injury Disaster Loans program. Congress approved up to \$7 billion in low-interest disaster loans specifically to assist small businesses impacted by COVID-19. These loans can help small businesses meet financial obligations and cover operating expenses. More information can be found [here](#). Application can be found [here](#).

Association of Washington Business (AWB)

AWB is hosting a webinar on the business impact of COVID-19 every Monday at 10 a.m. Register for the webinars [here](#). AWB also has a regularly updated list of resources for employers impacted by the virus that is broken down into several categories. The resource list can be found [here](#).

Washington State Office of the Insurance Commissioner

For business owners to be covered against any losses due to a communicable disease, such as coronavirus, they would need to have already purchased an insurance policy with communicable disease loss coverage included. At this time it might not be possible to buy such a policy. The Office of the Commissioner recommends contacting your insurance agent for further assistance. More information can be found [here](#).

Washington State Department of Revenue

The Washington State Department of Revenue has authorized extensions for state B & O tax, real estate excise tax, and other taxes administered by Revenue. Business owners will now have an extra 30 days for quarterly and annual filers and 60 days for monthly filers. Penalties for late renewals will be waived and Revenue will be flexible in scheduling audits, including delaying audits for small businesses for 60 days. These actions are in effect during the state of emergency declared by the Governor. Additional information can be found [here](#).

Washington Procurement Technical Assistance Center (PTAC)

Washington PTAC provides assistance for contractors dealing with the impacts of COVID-19 who have government contracts. Four steps PTAC recommend contractors take to protect their business include: 1. Reading the contract; 2. Reviewing recordkeeping processes and track impacts from COVID-19; 3. Notifying the owner as soon as possible; and 4. Being prepared by developing a plan to secure the site and communicating with subcontractors and vendors. More information can be found [here](#).

Business Impact Northwest

Business Impact Northwest provides low-interest loans to community-based nonprofits and small businesses, with more flexible criteria than traditional financial institutions. The website does not specify if these loans can apply to COVID-19-related expenses. Application can be found [here](#). Additionally, an excellent list of COVID-19 resources for business owners can be found [here](#).

Washington Department of Commerce Office of Economic Development and Competitiveness

The Commerce Department has an export assistance team that helps businesses statewide increase their exports and sales overseas. The team can help companies identify alternative markets and provide firms with STEP vouchers to defray the costs of certain business expenses. More information can be found [here](#).

Washington Small Business Development Center (SBDC)

The Washington SBDC is offering business resiliency webinars and also provides information on disaster preparedness and recovery. More information can be found [here](#).

Small Business Administration Export Working Capital Program

The SBA Export Working Capital program can help small businesses obtain working capital advances from lenders on export orders, receivables, or letters of credit. Senior International Credit Officers can work directly with an impacted company to explain the program and application process. More information can be found [here](#).

Federal

Moss Adams

Moss Adams is a Northwest-based accounting firm that advises organizations of all sizes. The company recently put together guides for small business owners, taxpayers, and Washington-specific programs. These high-level resource guides are useful for exploring the more technical aspects of federal-and state-level assistance initiatives. More information can be found here for [business owners](#), [individual taxpayers](#), and [businesses based in Washington state](#).

U.S. Chamber of Commerce

The U.S. Chamber of Commerce has put together a Coronavirus Emergency Loans Small Business Guide and Checklist to help small business owners understand the provision of the recently passed CARES Act that is designed to help keep workers employed during the current economic downturn. Known as the Paycheck Protection Program, the initiative provides 100% federally guaranteed loans to small businesses. These loans may be forgiven if small business borrowers maintain their payrolls during the crisis or restore their payrolls afterward. More information can be found [here](#).

United States Senate Committee on Small Business and Entrepreneurship

The Senate Small Business Committee created the Small Business Owner's Guide to the CARES Act. The programs and initiatives in the CARES Act that was signed into law on March 27 are intended to assist business owners with their immediate needs. This guide provides information about the major programs and initiatives that will soon be available from the Small Business Administration (SBA). More information can be found [here](#).

Small Business Administration

The Small Business Administration (SBA) is the federal agency in charge of helping small business owners through this difficult time. Here are four SBA programs designed to directly address the needs of business owners and employers:

- **Paycheck Protection Program** – Capital to cover the cost of retaining employees. More information can be found [here](#).
- **Emergency Economic Injury Grant** – A quick infusion of cash to cover immediate expenses. More information can be found [here](#). Application can be found [here](#).
- **Small Business Debt Relief Program** – Keeping up with payments on current and potential SBA loans. More information can be found [here](#).
- **SBA Resource Partners** – Free counseling to help navigate this uncertain time. More information can be found [here](#).

Resources for Workers

Seattle

United Way of King County

United Way of King County has put together an extensive resource list for workers impacted by COVID-19. The list includes reliable information about rental and utilities assistance, unemployment services, job opportunities, social services, and services for students. The resource list is also available in about a dozen different languages. More information can be found [here](#).

City of Seattle Office of Economic Development

The Office of Economic Development has taken the lead on collecting information on the effects of COVID-19 on businesses, nonprofits, arts, and workers in the Seattle region. The website includes information on unemployment benefits and sick leave, emergency food vouchers, relief for utility payments, and the temporary moratorium halting residential evictions. More information can be found [here](#).

Puget Sound

King County Emergency Food Access Resources

King County Department of Public Health has put together a webpage with information about food access programs and services to help support King County residents who are experiencing food insecurity. The resource list includes information on food delivery and pick-up along with programs for children, pregnant people, people experiencing homelessness, and legal immigrants. More information can be found [here](#).

The Plate Fund

Former Starbucks Chairman Howard Schultz teamed up with the Seattle Foundation to create The Plate Fund, which will provide immediate one-time \$500 cash payments to out-of-work restaurant staff in King County. The Fund prioritizes the most vulnerable in the restaurant industry so they can afford essential food and medicine. More information can be

found [here](#). Those interested in donating to the Fund can do so [here](#). Application can be found [here](#).

King County Council

Information provided by the King County Council on how to apply for unemployment benefits can be found [here](#).

Spokane

Spokane Regional Health District

The Spokane Regional Health District is coordinating COVID-19-related public health outreach efforts in the Spokane area. Its website has a great deal of information on prevention recommendations, fact sheets, government information, and news updates on the virus' impact on the Spokane area. More information can be found [here](#).

Southwest Washington

Workforce Southwest Washington

In addition to resources for employers, Workforce Southwest Washington also has a list of state-level resources on its website for individuals seeking job search assistance and training support. More information can be found [here](#).

Washington State

Washington Food Fund

Governor Inslee recently announced the creation of the Washington Food Fund, a coordinated, statewide food relief fund that will help those in need throughout Washington. The Fund will be administered by Philanthropy Northwest, a network of philanthropic organizations committed to helping communities across the Northwest. Donations to the Fund will be directed to three organizations that deliver food to every food bank across Washington: Food Lifeline, Northwest Harvest, and Second Harvest. More information can be found [here](#). Those interested in donating to the Fund can do so [here](#).

Washington State Economic Security Department (ESD)

The Washington State ESD has adopted a series of emergency rules to relieve the burden of temporary layoffs, isolation, and quarantine for workers and businesses. These rules include extending deadlines, eliminating the one-week waiting period for benefits, and relaxing requirements for part-time employees to receive unemployment benefits. More information, including a scenarios and benefits comparison guide and a Q and A, can be found [here](#).

ESD Application Portals

SharedWork Program application for benefits can be found [here](#)

Application for Unemployment Benefits can be found [here](#)

Washington State Department of Financial Institutions (DFI)

The Washington State DFI has developed a list of financial resources for Washington consumers impacted by COVID-19. Information on the status of our financial institutions along with hardship programs for credit card, rent, mortgage, student loan, and utility payments. More information can be found [here](#).

Washington Health Plan Finder

A special enrollment period is now available through May 8, 2020 to qualified individuals who lose their employer-provided health insurance. Those who are currently uninsured should contact a Navigator for help filling out an application and selecting a plan. More information on enrollment can be found [here](#). Contact information for Navigators across the state can be found [here](#).

Washington State Department of Labor & Industries

The Department of Labor & Industries is in charge of administering the state paid sick leave program. They have put together a Q and A page about employee and employer rights related to sick leave for COVID-19. More information can be found [here](#).

Washington State Labor Council

The Washington State Labor Council has put together a list of resources for workers affected by COVID-19. More information can be found [here](#). The Council has also formed the Foundation for Working Families, a nonprofit designed to assist union families in need. Union members and their families can apply for assistance [here](#).

Washington Paid Family and Medical Leave Program

As of now, quarantine as well as school closures and childcare closures are not qualifying events under the program. If someone is sick with the virus they can get a medical certification and apply for the Program. More information can be found [here](#). The application can be found [here](#).

Federal

Internal Revenue Service

The Internal Revenue Service (IRS) will distribute economic impact payments to millions of Americans within the next few weeks. Tax filers with adjusted gross income up to \$75,000 for individuals and up to \$150,000 for married couples filing joint returns will receive the full payment of \$1,200 for adults and \$500 for each qualifying child. Single filers with income exceeding \$99,000 and \$198,000 for joint filers are not eligible for the payment. The economic income payment will automatically send the payment to those who are eligible. More information can be found [here](#).

U.S. Department of Labor

The U.S. Department of Labor administers federal employment policies, including unemployment benefits. As part of the CARES Act, self-employed individuals and many of those who are part of the “gig economy” now qualify for unemployment benefits. Additionally, an extra \$600 per week will be available to everyone on unemployment through July 31, 2020. Benefits will also be extended by 13 weeks, to a total of 39 weeks. The

Department of Labor has not provided additional guidance on the additional unemployment benefits yet; this page will be updated when additional guidance is available. The Employment Security Department administers unemployment benefits in Washington and will be working closely with the Department of Labor to ensure people receive the benefits due to them under the CARES Act. More information can be found [here](#).

Resources for Nonprofits/Arts/Cultural Organizations

Seattle

Seattle Sounders FC

The Seattle Sounders FC soccer team has created a fund to help workers, small business owners, and nonprofits that are located in the SoDo, Pioneer Square and Chinatown-International District neighborhoods of Seattle. The fund is intended to support a range of needs from groceries to rent assistance. Further information for those interested in applying for a grant from the fund will be posted soon. This post will be updated when that information becomes available. More information can be found [here](#). Those interested in donating to the fund can do so [here](#).

Seattle Artists Relief Fund

A fund has been set up for individual artists who live in the greater Seattle area who have been impacted by COVID-19. This fund is focused on individual gig workers who need immediate assistance. More information can be found [here](#). Application can be found [here](#).

All In Seattle – A group of Seattle business leaders and community leaders created All In Seattle, which is raising money to give as grants to local nonprofits who can deliver it to those most in need. Over \$30 million has already been raised. Its website has a list of the nonprofits the fund will be directly supporting. More information can be found [here](#). Those interested in donating directly to the nonprofits affiliated with All In Seattle can do so [here](#).

Seattle Foundation COVID-19 Response Fund

The Seattle Foundation has established a [COVID-19 Response Fund](#), which will provide grants to nonprofit organizations that work with communities disproportionately impacted by COVID-19, including residents without health insurance and/or access to sick days, residents with limited English language proficiency, healthcare and gig economy workers, and communities of color. There is no formal application process at this time. More information can be found [here](#).

City of Seattle Arts Recovery Package

The package includes \$100,000 in immediate relief for artists and creative workers impacted by COVID-19, with \$50,000 going to the Seattle Artist Relief Fund and \$50,000 going to the Artist Trust's COVID-19 Artist Relief Fund. Additionally, the City will invest \$1 million in arts and cultural organizations through the new Arts Stabilization Fund. Funds will be distributed to arts and cultural organizations through the Seattle Office of Arts & Culture's grant programs. More information can be found [here](#).

City of Seattle Office of Arts & Culture

The Office of Arts & Culture has created a list of resources for artists and organizations amid COVID-19 that includes links and information grants, upcoming webinars, assistance programs, virtual cultural experiences, and upcoming webinars. The list can be found [here](#).

Puget Sound

Community Foundation of Snohomish County

The Community Foundation of Snohomish County has created a Coronavirus Response Fund to rapidly deploy resources to the frontlines of the COVID-19 outbreak in Snohomish County. The Fund has raised over \$1 million from philanthropic, government and business organizations as well as individuals. There is no application process for the Fund; grants are administered in consultation with community partners and given to local community nonprofits. Those interested in donating to the Fund can do so [here](#).

Pierce County Connected Fund

United Way of Pierce County and Greater Tacoma Community Foundation have partnered for an aligned philanthropic response to COVID-19-related community needs. The Fund supports tribal, local governments, school districts, and nonprofit organizations providing services to address urgent needs and the disruption of basic human services to Pierce County's most vulnerable populations. More information can be found [here](#). Those wishing to donate to the Fund can do so [here](#). Application can be found [here](#).

City of Bellevue Business/Nonprofit Resources

The City of Bellevue has put together a list of resources for businesses and nonprofits related to the impact of COVID-19. It includes regional and nationwide resources for cultural organizations and artists. More information can be found [here](#).

King County Office of Equity and Social Justice COVID-19 Community Response Fund

King County has dedicated \$1 million for the Office of Equity and Social Justice to provide flexible resources for engagement and outreach to populations on the frontlines of the outbreak. Grants of up to \$25,000 will be awarded to community-based organizations serving impacted communities. More information can be found [here](#). Application can be found [here](#).

Spokane

United Way COVID-19 Community Response

United Way of Spokane County has created a portal that matches potential volunteers with organizations seeking donations and volunteer opportunities in the Spokane area. More information can be found [here](#).

Bellingham

Whatcom Community Foundation

The Whatcom Community Foundation is working closely with regional partners to anticipate and monitor local needs, both short term and long term. The Foundation has created a Resilience Fund to help anyone and everyone – individuals, families, nonprofits, and business – recover from the COVID-19 crisis. More information on donating to the fund can be found [here](#).

Southwest Washington

Community Foundation for Southwest Washington

The Community Foundation of Southwest Washington has created a SW Washington COVID Response Fund, a collaborative, community response to support local Southwest Washington nonprofits and communities impacted by COVID-19. The Community Foundation is managing the fund, which will provide flexible financial support to nonprofit partners across the region who are responding to increasing needs as a result of COVID-19. Information for nonprofits interested in applying can be found [here](#). Those interested in donating to the fund can do so [here](#).

Grantmakers of Oregon and Southwest Washington

Grantmakers of Oregon and Southwest Washington has the latest information and ideas for nonprofits to support the region’s collective response to COVID-19. Grantmakers has put together a resource list of philanthropies and foundations who are offering support to nonprofit partners. They are also offering weekly teleconference calls every Tuesday to share information and work with their members to address the crisis. Many of the foundations are offering support to nonprofit partners in Southwest Washington. More information can be found [here](#).

Washington State

Artist Trust Relief Fund

Artist Trust is a statewide organization dedicated to supporting and encouraging artists working in disciplines to enrich community life throughout Washington State. It has created a COVID-19 Relief Fund to provide grants for Washington artists of all disciplines impacted by the virus. Applications are accepted on a rolling basis and selected weekly. Grants range from \$500-\$5,000 based on artists’ needs. More information can be found [here](#). Those interesting in donating to the Fund can do so [here](#). Application can be found [here](#).

Philanthropy Northwest

Philanthropy Northwest has an excellent resource list of emergency response funds set up by community foundations across the state. More information and the list of Funds can be found [here](#). They will also host a “virtual conversation” on the Northwest’s Funding Response to COVID-19 every Friday from 10-11 a.m. PT. Those interested in participating in the conversation can register [here](#).

Washington Nonprofits

Washington Nonprofits, a statewide advocacy and education organization, has organized a series of webinars and curated resources on topics related to COVID-19, including outreach strategies, volunteer recruitment, and a calendar of online learning opportunities. The organization has also taken the lead on advocating for nonprofits to be included in state and federal recovery planning. More information can be found [here](#).

Craft3

Craft3 provides low-interest loans to community-based nonprofits and small businesses, offering more flexible criteria than traditional financial institutions. Additionally, it is allowing existing Craft3 clients to revise their loan agreements (due date extensions, temporary payment reductions, etc.). More information can be found [here](#). Application can be found [here](#).

Resources for Freelance Artists

Website for freelance artists and those interested in supporting the independent artist community. Includes free resources, opportunities, and financial relief options available to artists of all disciplines in Washington State and nationwide. More information can be found [here](#).