



WHAT TO DO AFTER APPLYING FOR RESTAURANT REVITALIZATION FUND GRANTS

Received funding? Carefully document how you use it.

Waiting for relief? Stay tuned for more information from the SBA and Independent Restaurant Coalition.

IF YOU RECEIVED A GRANT, DOCUMENT HOW YOU USE IT -- *Now that you have received your Restaurant Revitalization Fund grant, you must collect your application materials, make a plan to spend your funds on eligible expenses within the allotted period, and understand the relevant tax law to ensure your grant usage process continues smoothly. Below are a few next steps we recommend you take and important information you should consider:*

- 1) Store all of the materials that supported your application in a safe place. These materials will be important for the certification processes the SBA will run down the road. These include:
 - A copy of your application;
 - All of your application materials that you submitted;
 - Your SBA account information (email address, username, password);
 - Documentation of your business' open date;
 - Affiliated entity documentation;
 - Documentation to certify you're eligible for the prioritization period (women-owned, Veteran-owned, or socially and economically disadvantaged business);
 - Grant amount calculation information (gross receipts, PPP loans); and
 - Ownership share documentation.
- 2) Create a plan to use your eligible expenses within the period you can use your grant. As a reminder, you can use funds on eligible expenses incurred between 2/15/2020 to 3/11/2023.
- 3) Ensure that you have a system in place to track how you use your Restaurant Revitalization Fund grant. **Please note** that the SBA intends to validate grant recipients' use of funds based on each eligible use category. The first report will be due December 31, 2021. Eligible expenses include:
 - Payroll costs (including sick leave), except for employees earning over \$100,000 per year;
 - Payments on any business mortgage obligation;
 - Rent payments (note: this does not include prepayment of rent);
 - Business debt service (both principal and interest; note: this does not include any prepayment of principal or interest);
 - Utility payments;
 - Maintenance expenses;



- Construction of outdoor seating;
 - Supplies (including protective equipment [PPE] and cleaning materials);
 - Food and beverage expenses (including raw materials);
 - Covered supplier costs; and
 - Business operating expenses.
- 4) RRF grants are not taxable federal income. Please continue monitoring your local tax code to ensure you are following the law in your state.
- 5) Please be aware that your receipt of this grant may become public information due to the Freedom of Information Act.

IF YOU'RE STILL WAITING, PLEASE HANG TIGHT

We know that it can be nerve-racking to monitor your application status, especially because the verification process can take up to 14 days. After proceeding through IRS verification, it may even appear that your application has reverted to a previous step. Please don't panic -- this means that your application has successfully undergone IRS verification, and you are one step closer to the SBA finishing their process. If more information is needed to process your application, you will receive a note directly from the SBA in emails ending in @sba.gov. The SBA also communicates via email to convey updates and notifications using addresses that end in @updates.sba.gov. If you are being contacted by someone claiming to be from the SBA who is not using an official SBA email address, you should suspect fraud. Finally, if you receive an award notice, it will take 5-7 days for the funds to arrive in your bank account.

We know that demand for this fund has far exceeded the \$28.6 billion available and many people are still waiting for their grant to be approved or processed. The Independent Restaurant Coalition will not stop fighting until every bar and restaurant has the relief they need to survive the pandemic and we hope you'll join us.