

Business Interruption Grant Program for the Arkansas Service and Hospitality Industry

Checklist for Applicants

October 20, 2020

The Business Interruption Grant program for the Arkansas Service and Hospitality Industries will make approximately \$50 million available for certain businesses in the service and hospitality industries experiencing losses or business interruption as a result of the temporary closure of, as well as reduced operating capacity of their businesses as a result of the COVID-19 pandemic. These businesses may seek reimbursement for expenses associated with COVID-19 mitigation or certain listed business interruption expenses due directly to local, state or federal government COVID-19 directives. Grants can be awarded for up to \$250,000 per applicant. [See](#) Business Interruption Grant Program for the Arkansas Service and Hospitality Industries Emergency Rules for more details.

The information posted in this document is designed to allow business owners time to review, assess their eligibility and gather any documents needed to complete the online application. All documents required as part of this application shall be submitted as part of the businesses application in jpeg or PDF format. This grant allows only one application per business tax identification number. The online application is user friendly and will primarily provide for drop-down selections and yes/no questions. The application can be partially completed and saved for completion at a later time.

Grant applications will be available [online](#) at the Arkansas Ready website November 16th at 8:00 a.m. CST through November 25th at 11:59 p.m. CST. Links to the online application will be shared through multiple forms of communication throughout the state.

Information needed for the Business Interruption Grant Application includes the following.

(1) Business Owner/Authorized Business Representative Information

- Name
- Email
- Number
- Address
- Driver's License

(2) Business Information

- Business Name
- Business Address
- Business conducted in Arkansas
- Type of business entity
- Business tax identification number
- Tax Lien Repayment documentation
- Primary North American Industry Classification System code; drop-down options provided, click [here](#) for more information
- Number of employees
- Sales Tax- Affirm a release allowing the Arkansas Department of Finance and Administration to review sales tax payments from 2019 and 2020; Or acknowledge that business does not collect sales tax
- Date business was started
- Completed and signed W9 tax forms

- Good Standing with Arkansas Secretary of State. Click [here](#) for more information
- (3) Need for Grant Funds
 - (4) Receipt of any previous emergency aid received from federal, state of Arkansas or local government- if applicable, provide the amount of funds and documentation
 - (5) Eligible expenses
 - Incurred expenses in Arkansas and list of Eligible Expenses, click [here](#) for list of allowable PPE and [here](#) for a list of other Eligible Expenses.
 - Provide amount of expense and supporting documentation for payment or established payment plan for the expense
 - (6) Minority or women owned business enterprise
 - (7) Bank Information-This information will only be used if you are awarded a grant.
 - Bank name
 - Name on the bank account into which grant funds will be deposited
 - Account Number
 - Routing Number
 - Account Type