

Documents you need to complete the application:

- Federal Employer Identification Number (EIN) or Social Security Number
- DUNS (Data Universal Number System) To set-up or verify a DUNS number, visit <https://www.grants.gov/applicants/organization-registration/step-1-obtain-dunsnumber.html>
- Sole proprietors: Total amount of unemployment compensation benefits received March 1, 2020 – August 31, 2020
- Documentation of any grants or loans related to the CARES Act, such as the Paycheck Protection Program (PPP) and Coronavirus Relief Fund (CRF)
- 2017, 2018, and 2019 tax returns
- 2020 actual revenue and expenses excluding depreciation, taking into account the impact of the COVID-19 pandemic on revenue and expenses
- An estimate and justification of the percent of 2020 loss in income that directly is connected to COVID-19
- W-9 (most child care providers already have a W-9)

How to do the math:

- 1) Find your 2019 revenue from your tax returns
 - a. Nonprofits: Form 990 Line 12 or Form 990EZ Line 9
 - b. Sole Proprietors: Form 1040 Schedule C Line 7 or Form 1040 Schedule F Line 9
 - c. Partnerships: Form 1065 Line 8
 - d. S Corporations: Form 1120-S Line 6
- 2) Find your 2019 expenses
 - a. Nonprofits: Form 990 Line 18 or Form 990EZ Line 17
 - b. Sole Proprietors: Form 1040 Schedule C Line 28 or Form 1040 Schedule F Line 33
 - c. Partnerships: Form 1065 Line 21
 - d. S Corporations: Form 1120-S Line 20
- 3) Subtract your 2019 expenses from your 2019 revenue. Then divide by 12 and multiply by 8.
- 4) Calculate your 2020 actual revenue January – August
- 5) Add up your 2020 actual expenses January – August
- 6) Subtract your 2020 actual expenses (January – August) from your 2020 actual revenue (January – August)
- 7) Is your 2020 revenue minus expense number (calculated in number 6 above) at least 20% worse or lower than the 2019 number calculated in number 3 above? If so, you qualify. If you are close, submit an application and the Department of Economic & Community Development will check.

Still need help figuring this grant application out? Send an email message requesting advice to Cynthia.Murphy@CEIMaine.org and include three 30-minute time slots you are available for a telephone meeting.