

PROGRAM OVERVIEW

The Rhode Island Minority Business Accelerator (MBA) Program will provide a total of up to \$2 million in grants to qualifying minority and woman-owned Rhode Island businesses to help them grow and build for the future.

Funding Terms

Businesses that have completed at least 15 hours of technical assistance are eligible to apply for grants ranging as follows:

- Businesses with more than 10 employees / contractors: \$20,000
- Businesses with between 1 and 10 employees / contractors: \$10,000
- Businesses with 0 employees / contractors, start-ups, sole proprietorships: \$5,000

Eligibility Requirements

- The Business must be in existence for at least 6 months.
- The Business must be a minority or woman-owned business in Rhode Island (MBE/WBE certification not required, but those already certified will be prioritized).
 - For the purposes of this grant program, owned and controlled means a business:
 - Which is at least fifty-one percent (51%) owned by one or more minorities or women or, in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more minorities or women; and
 - Whose management and daily business operations are controlled by one or more such individuals.
 - For purposes of this grant program, the term “minority” means a person who is a citizen or lawful permanent resident of the United States and who is:
 - Black (a person having origins in any of the black racial groups of Africa);
 - Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
 - Portuguese (a person of Portuguese, Brazilian, or other Portuguese culture or origin, regardless of race);
 - Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands);
 - American Indian and Alaskan Native (a person having origins in any of the original peoples of North America); or
 - Members of other groups or other individuals found to be economically and socially disadvantaged by the Small Business Administration under § 8(a) of the Small Business Act, as amended, 15 U.S.C. § 637(a).
- The Business must have had gross receipts or sales of less than \$2 million in 2023.
- The Business must have completed a technical assistance program (at least 15 hours) from an MBA funded intermediary or the Rhode Island Rebounds Technical Assistance Program.
- The Business must submit a business assessment by an MBA funded intermediary or under the Rhode Island Rebounds Technical Assistance Program.

- The Business must provide a detailed budget justifying the requested funding amount (up to \$20,000 based on business size, please refer to the FAQ and eligibility requirements for maximum funding amounts).
- The Business must be a for-profit business with a physical presence in Rhode Island.
- The Business must not be closed, in bankruptcy or receivership, engaged in illegal activities, on the federal do not pay list, a nationally or regionally owned franchise, a government-owned entity, an academic institution, a lobbying/political organization, or a real estate professional/landlord.
- The Business must not be an MBA intermediary itself (its staff and directors are also ineligible to apply for these grants).

Eligible Uses of Funds

- Operational costs to remain open (e.g., payroll, technology upgrades)
- Machinery, equipment, and fixtures to improve or expand operations
- Training and education for employees (excluding travel costs)
- Capital expenses to improve or expand business facilities (excluding personal residences)

Ineligible Uses of Funds

- Distributions to equity holders
- Non-business expenses
- Taxes or debts to government entities
- Political purposes or lobbying activities
- Expenses reimbursed from other sources (government grants/loans, unemployment, insurance)

Required Documentation for Application

Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and business name on attachments must match address and business name on application.

- Current Payroll
- Signed and Dated 2023 IRS Tax Return (1120, 1120S, 1040 Schedule C)
- Proof of Corporate Status (e.g. Articles of Incorporation or Trade Name Registration Certificate)
- Completion Certificate from a Technical Assistance Program
- Completed Business Assessment
- Detailed Budget for Requested Funding
 - [DOWNLOAD TEMPLATE HERE](#)

For any question or assistance with the grant application, please contact us via email at RIMBAPSupport@iParametricsDS.com or by phone at (401) 400-8874. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday or Friday.

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----- Please read this document in its entirety before you proceed -----

General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.

Step 2 of the process is to submit the Application Intake Form.

Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (*) indicates a required field (see “Information to Apply” for the list of required information and documentation).

Step 1: Submit an Applicant Registration Form



You must provide an email address in the registration form. Please note that this email address will be used as the Authorized Representative email address in your application form.



You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at <https://iparametricsbpa.workflowcloud.com/forms/aabe5abe-e1f5-4749-92ce-cd497cbdee9f> to begin the registration process.

- Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

RHODE ISLAND COMMERCE
Rhode Island Minority Business Accelerator Program
Applicant Registration Form

The Rhode Island Minority Business Accelerator Program aims to provide technical assistance and direct grants for operational business needs to minority and women-owned businesses. Depending on business size, grants range from \$5,000 to \$20,000 after completing required technical assistance hours.

Funding Terms
 Depending on business size, grants range from \$5,000 to \$20,000 after completing required technical assistance hours:

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- The Business must be in existence for at least 6 months.
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 - For the purposes of this certification, owned and controlled means a business:
 - Which is at least fifty-one percent (51%) owned by one or more minorities or women or, in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more minorities or women; and
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 - Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands);
 - American Indian and Alaskan Native (a person having origins in any of the original peoples of North America); or
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- Expenses reimbursed from other sources (government grants/loans, unemployment, insurance)

Required Documentation for Application
 Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and business name on attachments must match address and business name on application.

- Current Payroll
- Signed and Dated 2023 IRS Tax Return (1120, 1120S, 1040)
- Proof of Corporate Status (e.g. Articles of Incorporation)
- Signed and Dated W-9 Form
- Completion Certificate from a Technical Assistance Program
- Completed Business Assessment
- Detailed Budget for Requested Funding
 - [DOWNLOAD TEMPLATE](#)

Please note that you must have access to email in order to complete the registration process and to submit the application.

Please read the [End User License Agreement](#) before proceeding.
 Cookies are required - please read the [Privacy and Cookies Policy](#) before proceeding.
 Please download the [Program Overview and Instructions](#) before proceeding. Save the instructions and read them before starting your application.

For any question or assistance with the grant application, please contact us via email at RIMBAPSupport@ParametersDS.com or by phone at (401) 400-8874. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday or Friday.

Thank you,
 State of Rhode Island Commerce

By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy *

Next

- After submitting the registration form, you will receive a registration verification email from Rhode Island Commerce <nintex@workflowcloud.com>. Please click on the link in the email. A form similar to the one below will open. Please click the "Verify Email" button to complete the registration process.

RHODE ISLAND COMMERCE
Rhode Island Minority Business Accelerator Program

Thank you for submitting the Applicant Registration Form. Please verify your email by clicking on the button below.

Verify Email



The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

- After verifying your email, you will receive a registration confirmation email from the State of Rhode Island <nintex@workflowcloud.com> with the application links. The application can be started and submitted in one sitting, or can be stated and saved, if additional time if needed. The below section, "Submit an Application Intake Form – To Start an Application" provides instructions on how to start an application and save or submit the form. If the form is saved, please refer to the section, "Submit an Application Intake Form – To Continue on a Saved Application" for instructions on how to access your saved application.

Step 2: Submit an Application Intake Form



Do not begin the application form until you have successfully registered for the program. You will not be able to access the form if you have not registered.

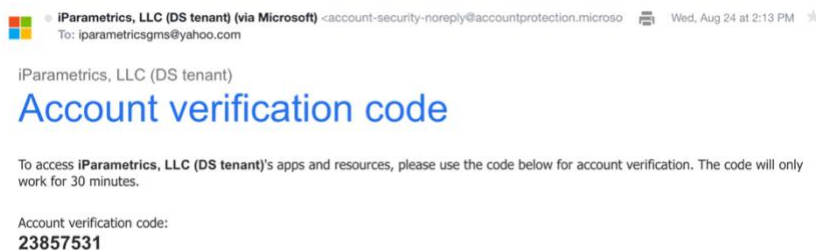
To Start an Application

1. Click on the Application Start Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click “Next”.

3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
 - a. You may need to perform additional security steps, depending on how your Microsoft account is set up.
 - b. Note that we do not save your password in our system.

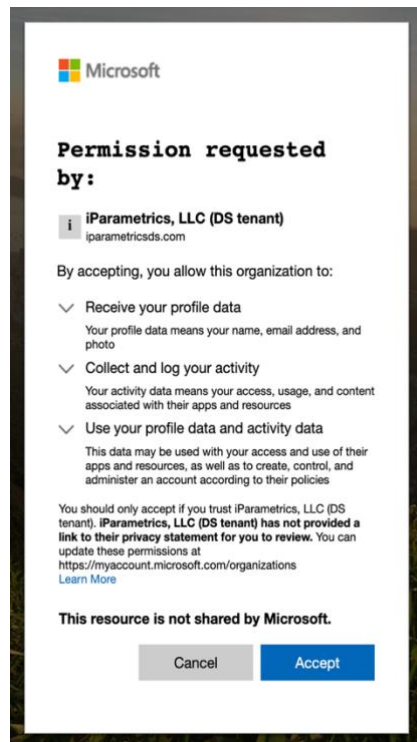
If your email address is not associated with a Microsoft account:

- a. You will receive an email from iParameters LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.



- b. Log in using the one-time code.

- If prompted, accept the permission request. For questions or concerns about the request, please contact us via email at RIMBAPSupport@iParametricsDS.com or by phone at (401) 400-8874. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday or Friday.



- Begin the application process by filling out the application form with all required information and supporting documentation.

English

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RHODE ISLAND

COMMERCIAL

Rhode Island Minority Business Accelerator Program

Application Intake Form

The Rhode Island Minority Business Accelerator Program aims to provide technical assistance and direct grants for operational business needs to minority and women-owned businesses. Depending on business size, grants range from \$5,000 to \$25,000 after completing required technical assistance hours.

BEFORE YOU GET STARTED

Please refer to the [Program Overview and Application Instructions](#) document for detailed instructions on how to start, save, and continue your application and for a list of information and documents you will need to successfully submit the application.

General Business Information

Legal Name of Business *

Physical Street Address *

City * State * Zip Code *

The business mailing address is the same as the physical address

Mailing Street Address *

City * State * Zip Code *

Year Established *

Business Phone Number *

Business Email Address *

Business Structure *

Business Tax Identification Number (Social Security Number (SSN) or Employer Identification Number (EIN)) *

Business Classification (select all that apply)

Woman-owned
 Black-owned
 Hispanic-owned
 Portuguese-owned
 Asian American-owned
 American Indian or Alaskan Native-owned
 Owned by members of other groups or other individuals found to be economically and socially disadvantaged by the Small Business Administration under § 8(a) of the Small Business Act, as amended, 15 U.S.C. § 637(a)

Current Number of Employees *

I certify that the Business is not closed, in bankruptcy or receivership, engaged in illegal activities, or on the federal do not pay list. *

I certify that the Business is not a nationally or regionally owned franchise, a government-owned entity, an academic institution, a lobbying/political organization, or a real estate professional/landlord. *

General Business Information Documents

Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and name on attachments must match address and name on application.

Current Payroll *

Signed and Dated 2023 IRS Tax Return (1120, 1120E, 1040) *

Proof of Corporate Status (e.g. Articles of Incorporation) *

Businesses must provide a signed and dated W-9 Form. The IRS tax form W-9 is required for grant payments to ensure accurate reporting of income and compliance with tax regulations. It enables the grantor to obtain the grantee's correct taxpayer identification number (TIN) to report the payment information to the IRS, helping to prevent potential tax liabilities and penalties. **Please ensure that the uploaded W-9 uses the 2018 version of the form. The form can be accessed [here: https://www.irs.gov/irb/2018-02-06/revproc/2018020601.pdf](https://www.irs.gov/irb/2018-02-06/revproc/2018020601.pdf)**

Signed and Dated W-9 Form *

Save Next

6. As an applicant, you can opt to complete the entire application in one-sitting or opt to save the application at any point and continue at a later time.
 - a. To complete the application in one-sitting, complete the form in its entirety, and click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.
 - b. To save the application and continue at a later time, click on the “Save and continue” button at the bottom of the form. Please ensure that the “The form has been saved.” green ribbon appears at the top of your screen before closing the application form. If the form is saved, please refer to the section, “Submit an Application Intake Form – To Continue on a Saved Application” for instructions on how to access your saved application.

The form has been saved.

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RHODE ISLAND Rhode Island Minority Business Accelerator Program

Acknowledgements and Consents

By submitting this application, I accept and acknowledge the following:

- Funding under the Program is limited. Submission of an application in no way constitutes a guarantee of funding;
- All information provided in this application is true to the best of my knowledge. I attest to the accuracy of the information provided in this application and agree to provide additional documentation as required by the Program. I understand that knowingly submitting false or fraudulent information may result in being deemed not eligible for assistance under the Program and/or repayment of program funds awarded;
- I attest that the Business is a minority and/or woman-owned business.
- I authorize the State of Rhode Island and its designees to share the information provided herein with third parties to the extent necessary to determine eligibility for the Program or to carry out other Program activities;
- I am authorized to make representations for the Entity contemplated in this application, up to and including entering the Entity into legally binding agreements;
- I acknowledge that if the Entity receives funding from this Program, then they are required to sign an American Rescue Plan Grant Agreement. I understand that no funding will be released until a signed grant agreement is provided. Additionally, if an audit or other examination by the State of Rhode Island or other entity determines that such funds were either not spent or improperly spent by Grantee, the Grantee shall be responsible for repaying any and all unused or improperly spent funds to the State of Rhode Island within thirty (30) days of receiving notice by the State of Rhode Island Government.

Your Name * Title *

Today's Date *
Mar 27, 2024

Checking the checkbox is equivalent to a handwritten signature *

Did anyone assist you in completing this application? *

Yes
 No

Previous Save Submit



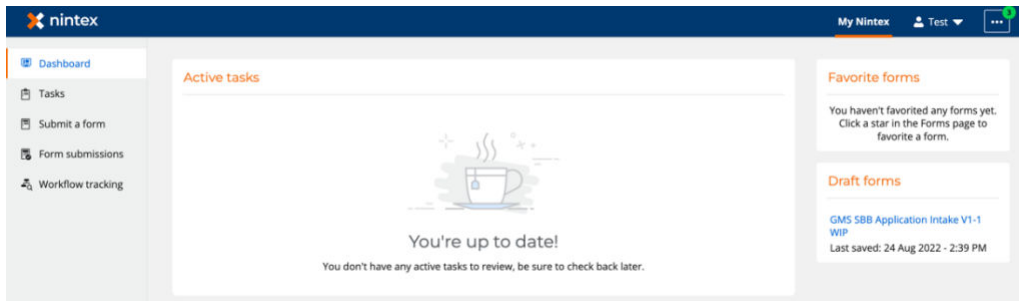
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



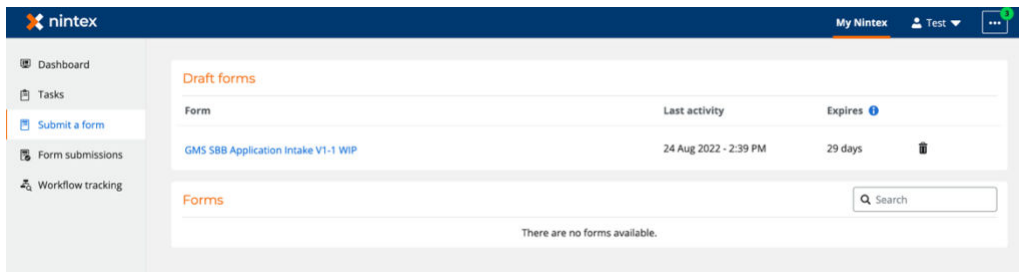
While the application undergoes the review process, a Case Manager may contact the Business using the Authorized Representative contact information if any additional information is needed. It is the Business’s responsibility to respond in a timely manner. If the Business fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

To Continue on a Saved Application

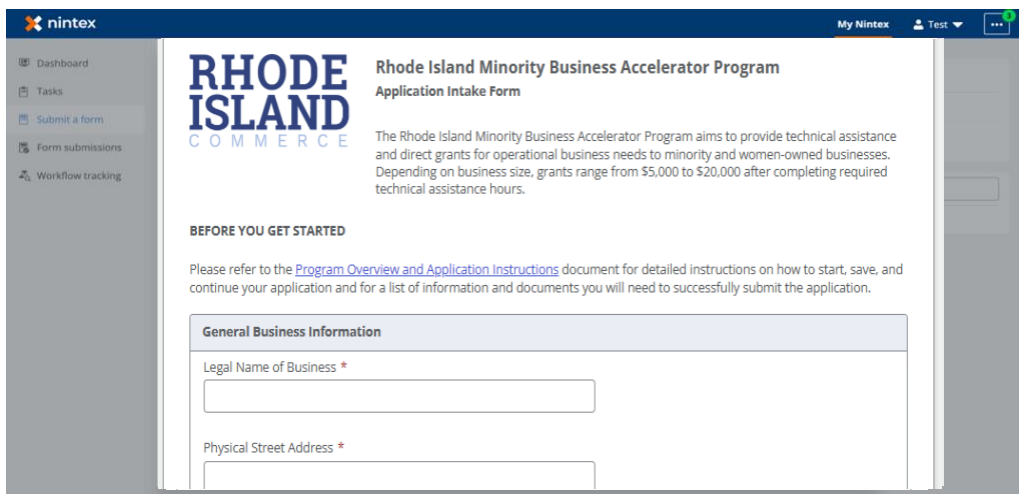
1. Click on the Application Continuation Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation menu on the left of the screen.



4. Click on your saved form under the “Draft forms” section at the top of the screen.



5. Continue filling out the application form with all required information and supporting documentation.



6. Continue to save and continue on the application as many times as necessary following “To Start an Application” Step 6 and all steps within “To Continue on a Saved Application.” Once the form has been completed in its entirety, click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.



All saved applications must be completed and submitted within 30 days from the date they are saved or they will be automatically deleted by the system.

INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

General Business Information

- Legal Name of Business *
- Physical Street Address, City, State, and Zip Code *
- Mailing Street Address, City, State, and Zip Code *
- Month and Year Established *
- Business Phone Number *
- Business Email Address *
- Business Structure *
- Business Tax Identification Number (Social Security Number (SSN) or Employer Identification Number (EIN)) *
- Business Classification (select all that apply)
 - Choices include Woman-owned, Black-owned, Hispanic-owned, Portuguese-owned, Asian American-owned, American Indian or Alaskan Native-owned, Owned by members of other groups or other individuals found to be economically and socially disadvantaged by the Small Business Administration under § 8(a) of the Small Business Act, as amended, 15 U.S.C. § 637(a)
- Current Number of Employees / Contractors *
- Certification that the Business is not closed, in bankruptcy or receivership, engaged in illegal activities, or on the federal do not pay list. *
- Certification that the Business is not an MSA intermediary itself, a nationally or regionally owned franchise, a government-owned entity, an academic institution, a lobbying/political organization, or a real estate professional/landlord. *
- Authorized Representative Name, Business Title, Email, and Phone *
 - The Authorized Representative will serve as the main contact for the application, review, reporting and administration process. The Authorized Representative must be a legal representative of the business or staff member of the Business authorized to sign on behalf of the Business. The Authorized Representative cannot be a staff member or volunteer of an intermediary or another individual not employed by or a legal representative of the Business.
- Authorized Representative Mailing Address, City, State, and Zip Code *
- Business Owner Name, Business Title, Email, and Phone *
 - The Business Owner will be required to review all application information for accuracy and sign the Program's Grant Agreement.
- Business Owner Mailing Address, City, State, and Zip Code *
- How many technical assistance programs has the Business completed? *
 - Choices include 1, 2, 3, 4, 5
 - For each technical assistance program completed:*
 - Name of Technical Assistance Program Completed *
 - Date of Completion *
- Amount Requested *
- Certification that the funding will be used for eligible expenses as defined in the program guidelines (operational costs, machinery/equipment/fixtures, employee training/education, capital expenses). *

- Certification that the funding will not be used for ineligible expenses as defined in the program guidelines (distributions to equity holders, non-business expenses, taxes/debts to government entities, political purposes/lobbying, reimbursed expenses). *

Application Documentation

- Current Payroll *
- Signed and Dated 2023 IRS Tax Return (1120, 1120S, 1040 Schedule C) *
- Proof of Corporate Status (e.g. Articles of Incorporation or Trade Name Registration Certificate) *
- Completion Certificate for Each Technical Assistance Program Completed *
- Business Assessment *
- Detailed Budget and Justification for Funding Use *

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