



WSMA Grant Opportunity: *2026-27 Statewide Grant Program - Collaborative Projects*

FREQUENTLY ASKED QUESTIONS (FAQs)

Update: September 28, 2026

COLLABORATIVE PROJECTS

Are you open to funding ongoing work with collaborative partners, or is this funding opportunity specific to new or expanded projects? *WSMA funds can not pay for programming that has already been funded by another source. However, applicants can extend their existing programming by bringing in unpaid partners to provide existing services and use WSMA funds to offer expanded services and/or reach new communities.*

Can nonprofits partner with a bank in this collaborative partnership model, where the bank provides specific business and entrepreneurial training? *Yes. Most lending institutions will provide these services for free. Nonprofit CDFIs can serve as eligible Collaborating Partners because they have experience serving small businesses.*

Would a collaboration involving a nonprofit, community college, and technology partner providing workforce development and small-business technical assistance be a good fit for this grant? *Yes.*

Can libraries be Collaborative Partners, or is it restricted to nonprofit foundations of libraries? *Libraries are indeed resource partners and could be brought on as a collaborating entity funded with either outside funds or as a grant-funded consultant. Nonprofit arms of ineligible parent organizations, such as library foundations, are eligible to be grant-funded Collaborating Partners.*

ELIGIBILITY

Is this for nonprofits only? *Yes, eligible applicants need to be a **nonprofit**, although WSMA has funded chambers of commerce 501(c)(6) and Main Street partners in the past, as long as the organization provides comprehensive business training, technical assistance, and/or access to financing. For-profit businesses, small business owners, and LLCs are **NOT** eligible. Unfortunately, academic institutions are also not eligible for funding at this time. Sections 1.B. and 2 of the Program Guidelines outline eligibility requirements.*

Could an economic development council (EDC) or chamber organized as a 501(c)(6) use a community foundation as a pass-through to meet the 501(c)(3) requirement? If so, which organization is best eligible to apply? *Your organization can apply directly as a 501(c)(6).*

Is our organization eligible if we are embedded in a chamber of commerce? *Yes, but only if the chamber is a nonprofit (501(c)(3) or 501(c)(6)) and provides business training, technical assistance, and/or access to financing for entrepreneurs.*

As a chamber of commerce, we support tourism throughout the year and sponsor events, is this a grant we can apply for? *It depends on how your chamber is supporting these businesses, as long as your organization provides comprehensive business training, technical assistance, and/or support with accessing financing for tourism-based or other small businesses, your chamber is eligible to apply for a statewide grant.*

Are you able to fund a nonprofit arm of a university (e.g., a foundation) for community programs specifically serving underserved businesses? *If the applicant is a 501(c)(3) organization registered in the State of Washington, it is eligible to apply for WSMA funding.*

My company is a commercial business but I have an alliance with a nonprofit. Can I work with a nonprofit who serves businesses and supports their mission potentially as a consultant on their grant application? *Yes, but the nonprofit would need to apply for the grant. Nonprofits can seek to consult with or hire a business in order to accomplish the goals of their grant such as providing technical assistance to businesses, training other business services, and outreaching to small businesses. The details of consultation should be included in the application.*

Is this only for existing technical assistance providers? *Yes, if the organizations in your collaborative project have at least two years of cumulative experience providing comprehensive business support to microbusinesses with dedicated resources, tools, and services, you are encouraged to apply. Please set realistic goals and objectives based on your expertise, nonprofit capacity, and ability to reach entrepreneurs with multiple services (at least 35 unduplicated businesses) in your network within the grant period.*

Will a singular grant be awarded or will there be multiple? Can an organization directly apply for a grant as the Lead Organization and be named a Collaborating Partner in another organization's application? *WSMA will award 15 grants of \$10,000 each. Your organization can apply as a Lead Organization for only one proposal. It can serve as a Collaborating or contracting partner on other proposals, as long as the services and tracking are distinctly separate. This type of collaboration encourages innovation, important connections, and can leverage resources and knowledge in the long term.*

We applied before and got the grant. Can we apply again? *Yes, your organization can apply for funding from WSMA every year. If you have received funds before, you are eligible to apply again.*

If we don't assist businesses in the priority industries, are we still eligible? *If you serve microbusinesses anywhere in the state with business training, technical assistance, and/or financing, your organization is eligible to apply for a statewide grant.*

Can nonprofits that are based in other states but do business in Washington qualify? *Yes. On rare occasions, WSMA has funded out-of-state nonprofits licensed in Washington. Typically, they have a presence and direct connections with Washington-based businesses with a history of providing services in Washington state, along with the expertise and ability to support these businesses over time.*

Are there any revenue limits for the small nonprofit? *We have four employees and provide technical assistance and training to both large and small businesses. No revenue limits. We want nonprofits that are experienced in providing business training and technical assistance to very small businesses to apply for these funds. Even if your organization serves businesses of all sizes, grant funds can only go toward providing comprehensive business services to the smallest businesses.*

GENERAL QUESTIONS

How much total funds do you have to award this round? *We have \$150,000 in funding available for this round of statewide grants, which equates to 15 grants of \$10,000 each.*

What is the start date of the project? *Awardees will be notified on or before November 20, 2026. Activities can begin on the date of contract signing by both parties. Awardees will have contracts in hand once the review process is complete, grantees have negotiated the details of their scopes of work, and have approved the terms of the contract. The work must be completed, all funds expended and your final report submitted by June 16, 2027.*

So, 20 percent of total funds will not be distributed until all the programs have been delivered/completed? *That's correct. If your collaborative project is awarded funding, you can begin planning and implementing your programs and charging against the grant upon signing the contract with WSMA. WSMA will fund 80% of the grant award within 20 business days of contract signing by both parties. Once you have completed your work, submitted your Final Report by June 16, 2027 and it is approved, the remaining 20% of the funding will be deposited into your account by June 30, 2027.*

Does the work need to be accomplished by June 16, 2027 or paid by June 16, 2027? *The work must be completed, all funds expended, and your report submitted by June 16, 2027.*

Can funds be applied to programs that are started before June but end after the June deadline? *All work must be completed, funds expended, and a report submitted by the 16th of June.*

We missed the WSMA Grants Information Session. Where can we go if I have additional questions? *In line with WSMA's commitment to conduct an equitable and accessible application process, technical assistance will be offered to support organizations with determining their eligibility and in completing their application. Eligibility, programmatic, translation, and project assistance, as well as portal technical assistance, will be provided between September 16 and October 16, 2026. Contact lisa@wamicrobiz.org and catherine@wamicrobiz.org. Resources, including the recorded Information Session and these FAQs, are posted on [our website](#) and on our [WSMA YouTube Channel](#).*

If awarded, would we be precluded from applying for other WSMA grant funding? *No.*

I'm not clear about the requirements for promoting [Evergreen BizLink](#). *Provide concrete examples of how your organization is using and/or promoting its use through newsletters, website links, social media posts, and hosting information sessions will help businesses find the resources they need.*

Are partners required to be listed in Evergreen BizLink? *Yes. All grant-funded Collaborating Partners (not consultants) must be a Resource Partner on [Evergreen BizLink](#) or have a [profile submitted](#).*

What is the source of WSMA funds, state or federal? *This grant program is funded by the Washington State Department of Commerce.*

Does WSMA anticipate this to be an annual funding opportunity? *It is our hope that this support from the State will continue, but we can not guarantee annual funding. ESO training, technical assistance and financing programs serving microbusinesses over these last several years have been profoundly impactful and WSMA will continue to fight for funding for ESOs to continue this vital work.*

Can WSMA review our application in draft form and give feedback to enhance our application? *No. However, WSMA staff are available to answer questions and to assist. It is important to submit your proposal early for questions and troubleshooting in case of any difficulty in uploading your documents, submitting your application, etc.*

Does the immigration status of our clients matter? Can we use this grant to support people who are currently immigrants and/or undocumented? *Yes, it is our understanding that these funds can be used to provide business support services for immigrants and refugees.*

For the upload of the organization budget, is that the most recent completed year or the current year? *We are asking for two organizational financial documents: the Lead Organization's budget for the current 2026 calendar year, and the Lead Organization's Profit & Loss (P&L) / Income Statement (actuals) for the 2025 calendar or fiscal year, or the most recent 12-month period. The P&L/Income Statement shows how much your organization spent and earned over 12 months.*

For embedded organizations (the business-serving division is part of a larger organization that has other services) - Do any of the requested financial statements have to be for just the business department only? *Yes, if your organization provides a lot of different services, you predicate the amount that you're applying for on your last year's actual budget for the business services division, not your entire budget. You'll provide last year's financial statements that highlight actual expenditures for business services.*

What if WSMA only sees fit to fund 10 organizations, will you split the difference of the remaining funds with the 10 awardees? Or is \$10,000 all that can be awarded? *We do not anticipate this to be an issue. Demand for WSMA funding consistently exceeds available resources. From 2020-2026, WSMA could only fund 38% of total funding requests. Additional support is critical for ESOs to scale services and expand support types. WSMA will award 15 grants of \$10,000 each.*

PROGRAM QUESTIONS

We have been assisting so many businesses for the past five years. Can we pick the businesses from our community where we have built trust? Or does it have to be new businesses? *WSMA is seeking and will prioritize applicants with the organizational ability to reach and impact communities that an existing ESO has not served. While WSMA intends funding to reach businesses new to your ESO, you can also apply funds to work with former entrepreneurs you have served in the past to reconnect and engage them with new programming or next-stage support.*

Can we only assist already-established microenterprises, or can we assist people looking to set up a microenterprise but haven't yet? *Absolutely. These funds are designed to provide business services to microenterprises along the business life cycle from start-up to established companies.*

If we're doing a training series, do we need to ask registrants whether they are microenterprises to ensure we meet that threshold? Usually, we just ask for the business name, so I want to make sure we add that step if needed. *These grant funds are for ESOs that provide comprehensive business services to microenterprises. We encourage your organization to have an application process for any business services you provide to better understand who you are serving (industry sector, size and location of the business, demographic information, etc.). Some of the answers can be optional. Establishing this practice will enable your organization to track your services/progress, ensure you are meeting the goals of the grant and to tell the story of your organization.*

If we apply for a priority area, can we also serve other types of small businesses to make up the remaining 35 unduplicated businesses? *Yes, focusing your grant application on a target sector for your primary programming and including some services for other businesses to meet the goal of serving 35 unduplicated businesses would be acceptable.*

Are the sectors listed in Section 1.A. of the Grant Program Guidelines a priority and will applications that focus on those areas be rated higher? *The projects that focus on the sectors listed in those sections, including cross sector collaboration and innovation within and among the sectors, will be prioritized.*

Does the statewide grant mean we can serve businesses in both urban and rural parts of the state? *Yes.*

Do applicants have to serve the entire state for the statewide grant? Or can you serve one to two counties? *Applicants for the statewide grant can serve any part of the state, including businesses in one to two counties, sections of a large city, parts of several counties, etc.*

If we provide services statewide but have a lot more presence in certain areas, do you recommend writing the proposal for providing services in those specific areas? *If your statewide collaborative project is focusing on a specific part of the state, make sure to define your service area, industry sector, or the communities in which you are conducting your programs. It is a priority to reach communities or parts of Washington state that are underserved.*

Do we need to break down the services we provide into the different demographics within the rural and urban areas of our programs? *Early in the application, you will indicate whether your services apply to urban, rural, or statewide areas. You will also specify which counties you will serve. You will only count the demographic information in the economic impact outcomes section. In the Scope of Work application question, you will describe the services you'll provide, along with the location and the estimated number of people you will serve.*

Are gig workers who receive a 1099 included in the definition of an entrepreneur with five or fewer employees? *Yes.*

What is the difference between microbusiness owners and gig workers? *A microenterprise (a business owner with five or fewer employees) is often more established and is paying their own business taxes. If the entrepreneur has employees, they are paying FICA and withholding and reporting wages to Washington State Employment Security, Labor & Industries, etc. A gig worker often has a less complex business, maybe hasn't formalized their business, does short on-demand contract work independently or with a large platform (like UberEats), and often has less leverage to negotiate their fee.*

Are we required to use WSMA designated trainers or can we contract out to others for technical assistance? *Your organization can contract with skilled internal or outside specialists and consultants. You must identify them, their role and the cost on the Fund Request Form.*

Can you please define "Technical Assistance"? *Technical assistance can take many forms and be provided to a small group or as a one-on-one session. These services can include business coaching or specialized assistance in a specific industry sector, as well as business support for business planning, cash flow projections, marketing, operations, tax preparation, and loan applications, etc.*

What is the difference between training and technical assistance? *Training could be a one-time webinar/workshop or a series of connected workshops for an ongoing group of people (for example: a 10-week, three hours/week program with curriculum, homework, etc.), while technical assistance is more individualized (one-on-one mentoring or individual/group coaching) or focused on specific consulting with a business, in an industry, or with a small group of businesses.*

Would networking events count under the training category, so we could help our startups attract new customers/meet new connections? *If the networking events are not tied to training, technical assistance, financing support or skill building, they may not be as compelling or rank high by the reviewers. However, if the networking event draws more business into your network and engages them into your business programs (or adds value through training, technical assistance or financing), the impact will be more foundational for the business owners.*

BUDGET REQUEST AND FUND REQUEST FORM QUESTIONS

Can our ask be below \$10,000, or is that the minimum? *No. Funding requests must total \$10,000.*

Does WSMA want to know the total project budget and specifically what the \$10,000 funds will be used for? Do you need a line item of the \$10,000 funds? *The Fund Request Form (Excel) is required for the project budget and includes a line-item breakdown of the \$10,000 grant funds. In addition to the Fund Request Form, please indicate what portion of the project the WSMA grant would cover. For some proposals, the entire project may be larger than this grant program can fund, and more than one entity may cover total costs. This is the value of having multiple partners involved in a project. Your answer will not impact your proposal's score, it is geared to help WSMA understand the outcomes and how much is achieved using grant funds.*

Can we use funds to pay contractors / consultants that are doing professional development sessions for businesses? *Yes. You will need to include them on the Consultants line of the Fund Request Form (which should include the name, rate and activities of the contractor/consultant).*

How much should we pay a consultant? *It depends on the nature of the work and their rate. However it is critical to ensure that consulting rates are reasonable and in alignment with the consultant's expertise, years of training, and/or credentials.*

What can we charge to personnel in our Fund Request Form? *According to the Fund Request Form, “Applicants can charge staff wages only.” All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance, benefits or expenses for its staff shall be the sole responsibility of the grantee.*

Can grant application preparation costs (like a grant writer) be included in the budget request for this grant? *No, as those costs are incurred before the grant start date.*

I see that program-related expenses are the only ones allowed. How about a small amount for staff expenses for bookkeeping/administrative expenses? *Yes, program expenses include operational costs (e.g., executive director, part-time staff, consulting staff who are involved in planning/running the project, partial rent, etc.). They are eligible expenses if they are directly related to the project you are proposing and you can demonstrate their impact on the businesses you are serving. Be sure to spell out in the proposal the role(s) played by personnel/consulting partners for indirect costs. Instead of including a line item for indirect costs on the Fund Request Form, calculate the time spent for each staff member and add it to that staff member's time charged (wages only).*

Is staff time spent underwriting microloans an eligible use of funds? *Yes, because you are providing technical assistance and support in helping that business get access to financing.*

Could the funding be used for marketing/outreach materials letting entrepreneurs know about our services and/or workshops and training? *Absolutely. WSMA grant funds can be used to translate these materials as well.*

Are funds in the grant proposal available for program materials our organization might produce for research/outreach purposes? *Yes, translation and interpretive services are an eligible grant expense and can be listed on the Fund Request Form.*

Is there a list of ineligible expenses? *From Section 3 of the Guidelines: “Grants approved under this contract may be used to pay project related expenses, including but not limited to rent and utilities, consultants providing technical assistance, training, outreach and education materials, translation and interpretive services and efforts to help keep businesses in operation. However, funds **may not be used** for equipment (tangible property including but not limited to copiers, vehicles, furniture, software and technology infrastructure), **nor delivered directly to entrepreneurs or businesses**. This includes but is not limited to stipends, grants, transportation support, or other funds of any kind provided to businesses and/or business owners. Further restrictions will be highlighted in the contract for services once grants are awarded.”*

If it is an outreach event, can catering/food be covered, or only venue costs? *Only the venue costs. WSMA funding does not cover food costs. We understand that having food available is significant not only for supporting the learning environment but also for encouraging attendance. If you have to rent a hall to provide this programming, one of your other partners, sponsors, or funding sources should cover the food costs. You may also charge attendees a small registration fee to cover expenses not eligible for grant funds. Charging a small registration fee may incentivize registered businesses to attend because they are invested, rather than no-show to a free event.*

Can we use the funds for stipends, seed money, incentives to entrepreneurs, employees or businesses? *No funds can go directly to entrepreneurs, workers, or businesses. WSMA funds can not be provided directly to any businesses. We recommend finding another revenue source if you want to provide stipends or incentives.*

Can we start a loan fund to help businesses to formally start their business (e.g. help to pay for licensing, registering with the Secretary of State and purchase business insurance, etc.)? *Applicants may not use these dollars to lend, grant or provide any direct financial assistance to businesses or entrepreneurs. They can be used to help businesses apply for money from another source. WSMA will continue to provide training opportunities to enable ESOs to become microlenders.*

No software expenses allowed I understand, how about our WAN or wide area network agency technology system? *WANs usually consist of broadband internet services and multiprotocol label switching (MPLS), which is a form of data-forwarding technology used to control traffic flow and speed up connection, while wireless WANs normally include 4G/5G and Long-Term Evolution (LTE) networks. WANs can be connected together using the Internet, leased lines or satellite links. We believe that these expenses can be covered but grant funds can not be used for any of the equipment costs and can only be applied to the contract period and not past June 16, 2027.*

If we can't give grant funds directly to businesses, are we expected to use only WSMA funds to provide business technical assistance and workshops, etc., that support accessing financing? *Yes, if applying for funds related to microloans or financing, your ESO nonprofit can use these funds to provide training and/or business technical assistance to help entrepreneurs understand their financing needs, loan eligibility criteria, the application process, and appropriate uses of loan funds. But the loan dollars awarded to the business owners must come from other sources. Similarly, ESOs can offer technical assistance to businesses to obtain licenses or permits, but do not pay for them directly. The WSMA contract will outline additional restrictions on services if awarded a grant.*

Is staff time spent underwriting micro loans an eligible use of funds? *Yes, (wages only), because you are providing technical assistance and support in helping that business get access to financing.*

Is it permitted to use these funds for the labor expense (salary + fringe) for the employees who will be doing this work? For example, we are considering hiring another advisor to provide exclusive Spanish-language technical assistance – could this grant pay a portion of their salary during the grant period? *Funding from this grant can be applied to employees. If you are planning to use the funding for Spanish language technical assistance, that would be an eligible use, as long as WSMA funds were applied solely for wages and only for services to small businesses during the period of this grant.*

Can expenses include hiring a staff person? *Yes, these grants can be used to help fund a staff person to do the work under this project, but all funding must be expended by June 16, 2027. Any WSMA funding received in this grant cycle can not be used for wages/salaries after June 16, 2027.*

Can you use funds to pay for out-of-state (remote) staff? *If the staff person is an employee of the nonprofit and that person is providing business technical assistance to Washington-based entrepreneurs, this would be an eligible expense.*

Could the funding be used for marketing/outreach materials letting entrepreneurs know about our services and/or workshops and training? *Absolutely, marketing/outreach materials are an eligible grant expense and can be listed in the Materials/Supplies section of the Fund Request Form.*

Is WSMA offering translation services only for the application materials or are funds in the grant proposal available for program materials our organization might produce for research/outreach purposes? *Yes, translation of program materials and interpretive services are eligible grant expenses that can be listed in the Consultants section on the Fund Request Form.*

Can we pay a consulting fee to our board members or our staff? *It would be important for your organization to consult its internal governance documents, the Secretary of State's office, or other state agencies to ensure there are no conflicts of interest in paying board members or key staff for services rendered as consultants.*

How much should we charge for mileage related to our project on the Fund Request Form? *Please apply the current Washington State [vehicle mileage rate](#) as set by the Washington State Department of Financial Management. As of July 2026, the rate is \$0.76 per mile.*

Does ineligibility for food also include travel food (per diem) for staff if they are traveling? *Applicants in the past have been predominantly located near the businesses they are serving. In the rare case where travel is involved, applicants have abided by their organization's per diem policy and highlighted those details in their budget.*

What if I need additional rows on the Fund Request Form? *You are able to insert a row by right clicking. Copy the row above and it will automatically insert the formulas. If you do add rows, double-check that the formulas for sub-totals and total cells calculate the new range. Need more help? Contact catherine@wamicrobiz.org.*

ECONOMIC IMPACT OUTCOMES AND REPORTING QUESTIONS

Can you explain further what "unduplicated businesses" mean? *Unduplicated counts a business one time, no matter how many services [a workshop, a webinar, a technical assistance session] are attended or received, with at least one hour of in-depth business support provided to a unique business. For example, a nonprofit might hold an information session for five entrepreneurs in one setting and another one-hour workshop for eight entrepreneurs at a different time, with two of those eight attending the information session. This would be an example of 11 unduplicated businesses reached.*

Do the economic outcomes need to occur before June 16, 2027? How will impact reporting be assessed since there will be a very condensed timeline for reporting? For example, how likely are jobs created or funding accessed within the ~ six-month timeframe? *Yes, all outcomes must occur by the 16th of June. The economic outcomes section is important for WSMA to evaluate your best understanding for the goals you want to achieve for these grant funds and to get a sense for how you will achieve them. We're going to ask you to do your best in understanding the impact of these training programs on the businesses that you're serving. We understand not all outcomes can be known in the first few months. These are just estimates. Be as realistic as you can when you are setting your program goals based on your experience, past track record and outreach efforts. Put in a 0 in the portal if you are not providing that specific service with your project.*

Can you define or give examples of "Businesses Started," "Job Created," "Jobs Saved" and "Business Expanded?" *When a new business is established formally, it is considered as a "Business Started" and "Job Created" since it also created a job for that sole proprietor. "Job Created" is also considered when an existing self-employed person hires employees. "Business Expanded" is an outcome from the support of your organization such as increasing businesses with their sales, moving to a larger location, getting a larger contract, etc. "Jobs Saved" means the business was able to keep their employees on payroll with the help of your support services.*

If clients are a part of an ongoing training series do we count attendees once for each session attended or once for the overall training? *Count that attendee once for the overall training series as one unduplicated business served. You also count the number of training sessions and the hours to help gauge the caliber of the work that the entrepreneur is receiving.*

To what extent do reviewers consider impacts & outcomes vs. just #s, #s and #s? *Reviewers base their reviews on the quality of the strategies, geographic urban areas served, demonstrated relevance to the needs of the businesses being served, ability to reach new businesses, and the capacity of the organization to accomplish the goals within the timeline of the grant. They evaluate the impact of your services on the businesses you reach and your ability to track and document that impact using recognized metrics and outcomes, including technical assistance provided, businesses started, jobs created, etc. Reviewers also consider how impact is measured differently for different communities, including quality of life, increased revenue, new employees, wealth creation, new location, greater confidence expressed by businesses served, stability, hopefulness, etc.*

What are the reporting requirements once an organization receives a grant? *All awarded grantees will submit a final report on or before June 16, 2027. A report template will be delivered to each funded organization and will request a summary, key lessons, successes, challenges, evidence of promoting Evergreen BizLink, business testimonials, and economic impact outcomes.*

What will you require as part of reporting for programs we provide? We have confidential clients and cannot release names. *You will need to track the types of programs you provide, who and how many people attend these programs or receive your technical assistance. After the project is over, you will describe the type of services you provided and general information about the businesses served (e.g., a compiled total of businesses assisted, number of employees, etc.). We will not ask for any names of participants or sign in sheets, we are mainly looking for the impact of the businesses assisted/trained.*

Is there a spreadsheet for economic impact outcomes tracking on the grant portal? *There is no spreadsheet for the economic impact outcomes on the grant portal; instead, there are fields where the applicant will indicate the goals and services they intend to provide under this grant. Grantees will track the details of their programs over the grant period and summarize everything in the portal and on their final report. WSMA will send all grantees Final Report Guidelines to summarize what they accomplished during the grant period. All first-time WSMA grantees will attend an orientation where WSMA staff will explain the reporting requirements.*

GRANT PORTAL AND TECHNICAL QUESTIONS

How do I get started with the grant portal? *If your organization already has a [grant portal account](#), create a draft application by selecting “Funding Opportunities” on your dashboard. After saving a draft, continue to access your application by selecting “In Progress” under “Applications” on your dashboard. Do NOT try to access your active draft application by opening a new application under the “Funding Opportunities” as this will create a duplicate application. If you are a first-time applicant, you must first register your organization with the grant portal. Contact catherine@wamicrobiz.org for any portal assistance, including staffing changes/user account updates. We will post the recording of the grant portal walk-through on the [WSMA YouTube Channel](#).*

When I tried to find our organization on the grant portal (“New To The System?” Register link), I did not find our organization by using our name or EIN number. *Try to use only the EIN or the Name, not both when searching. Still not finding it? Try using one word of your organization’s name then sorting by state (use Washington). Sometimes older organization names show up. Still not finding it? Reach out to catherine@wamicrobiz.org.*

Is the contact information required only for the Lead Organization? Collaborating Partners will not be applying in the portal, correct? *Correct. Only the Lead Organization will submit the application on the portal. Question 1 of the application (Tab 1, Project Information) asks applicants to list the Collaborating Partner(s) ’ organization name(s) and website(s). As the final step before submitting the application (Tab 5, Certifications), the Lead Organization will attest that the Collaborating Partners have formal roles in delivering the programming, meet the grant's eligibility requirements, and will participate in developing the final report.*

What were the six items you said to have ready to upload our application to the WSMA grant portal? *1) Questions answered on a Word document so you can copy & paste into the grant portal, 2) Completed Funding Request Form in Excel, 3) Expected economic impact outcomes ready to copy & paste into the grant portal, 4) Lead Organization’s budget for the current 2026 calendar year, 5) Profit & Loss (P&L)/Income Statement (actuals) for the 2025 calendar or fiscal year, or most recent 12-month period, and 6) Lead Organization IRS 501(c)(3) Letter of Determination. For more details, refer to the Application Instructions.*

How do we upload our Fund Request Form to the grant portal? *Once completed, you will upload this document to the portal (Tab 3, Funding Request) using the upload graphic that appears after you click Save Draft. You must upload in Excel, NOT PDF or Numbers.*

If we submit our proposal before the deadline of October 16, 2026, can we go back into the grant portal and make changes? *Unfortunately, once an applicant submits their application, you can NOT make changes. However, If you accidentally submit before completion of the application, please contact catherine@wamicrobiz.org as soon as possible.*