



Hotel Jobs Recovery Grant Program (B2B Hotels)

B2B Hotels: Program Overview

The Back-to-Business Hotels Grant Program (B2B Hotels) makes available \$75 million in recovery grants to hotels and lodging businesses in the state of Illinois which were greatly impacted by the COVID-19 pandemic. Through the program, applicants are eligible to receive grant funding up to \$1,500 per hotel room in the establishment.

Frequently Asked Questions

Applicants may submit multiple applications for different eligible establishments under the B2B Hotels grant.

Eligibility Questions

1. Do you own and operate a for-profit business, non-profit, partnership or sole proprietorship physically located in the State of Illinois? *

- Yes
- No



IF NO

1a. Does your business have a mailing address located in Illinois?*

- Yes
- No

1b. Where are your headquarters located? * (Select from dropdown)

2. Were you in operation prior to March 12, 2020?*

- Yes
- No

3. Are you currently in operation in Illinois?*

- Yes
- No

4. Are you registered with the IL Department of Revenue to remit Hotel Operators' Occupation Tax?*

- Yes
- No

Your organization's status can be confirmed at [MyTax Illinois](#) by scrolling down to "Searches," clicking on "Verify a Registered Business," and entering your FEIN.

5. What is your industry? *

- Hotels
- Motels
- Casino Hotels
- Bed-and-Breakfast Inns
- All Other Traveler Accommodation
- Rooming and boarding houses



- Dormitories
- Workers' Camps
- RV (Recreational Vehicles)
- Parks and Campgrounds
- Recreational and Vacation Camps
- Other Industry

Need help? Review our [FAQs](#) and the following support guidance for how to determine your industry using a NAICS code.

- What is a NAICS Code: <https://www.naics.com/what-is-a-naics-code-why-do-i-need-one/>
- Find your 6-digit NAICS Code here: <https://www.naics.com/search>

6. Does your business derive more than 33% of gross annual revenue from legal gambling activities?*

- Yes
- No

7. Are you the host/operator of a vacation or short-term rental unit (like Airbnb or VRBO)?*

- Yes
- No

Welcome!

You are eligible to apply for the B2B Arts Grant Program. Successful awardees will be notified via email from notifications@email.submittable.com.

You can invite additional people to complete this form as a collaborator.



[Follow this link for additional information](#)

- Click on Invite Collaborators. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.
- Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable. In order to communicate with collaborators through the Submittable platform, all invitees must accept the invite BEFORE the owner of the submission (that's you!) hits Submit.
- After you've sent invitations to collaborate, you can click on the Invite Collaborators link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will also be a trash can next to each person's name so that the Submission Owner can remove anyone that they no longer want to collaborate on the submission.

Scroll down to apply

Questions?

Please review our [FAQs](#) or reach out via email to ncrcdfgrants@submittable.com for assistance.

What you will need to apply:

- **Federal Employer Identification Number (EIN), Social Security Number (SSN), or Individual Tax Identification Number (ITIN)**
- **Valid Government-issued photo ID(s)**
- **Business/organization tax returns for 2019, 2020, and 2021**



Business/Organization Information

1. Business Legal Name*

If applicable. Enter your business legal name as shown state issued business license or registration.

2. Has this business operated using a different name? *

- Yes, using a DBA (Doing Business As)
- Yes, we have changed our name
- No

IF you selected "Yes, using a DBA (Doing Business As)"

2a. Business/Organization DBA, if applicable ("Doing Business As")*

Enter your "Doing Business As" tradename if different from your business legal name.

IF you selected "Yes, using a DBA (Doing Business As)"

2a. Previous Business Name(s)*

Enter your "Doing Business As" tradename if different from your business legal name.

3. I operate as a:*

- C Corporation or S Corporation
- LLC
- Nonprofit
- Partnership

Please enter your EIN Number (9 digits) as your Tax Identification Number



4. Tax Identification Number (9 Digits)*

SSN/EIN Example: 123456789

Please enter 9 digits only. Do not enter dashes.

EIN Example: 123456789

5. DUNS number (9 Digits) (Optional)

Limit: 9 characters.

Please enter 9 digits only. Do not enter dashes.

Find your DUNS number here: <https://www.dnb.com/duns-number/lookup.html>

6. Business/Organization Mailing Address*

- Country
- Address
- Address Line 2 (optional)
- City
- State, Province, or Region
- Zip or Postal Code

7. Do you operate out of an address that is different from your business address?*

- Yes
- No

IF Yes

7a. Physical Location of Business Street Address*

7b. Physical Business Suite or unit number (optional)

7c. Physical Business City*

7d. Physical Business State*



7e. Physical Business Zip*

8. Select Your Sector / NAICS Code Category*

*For businesses that offer multiple services, such as a yoga studio and café, then select the sector that pertains to the largest source of revenue

Need help? Review our [FAQs](#) and the following support guidance for how to determine your NAICS code.

- What is a NAICS Code: <https://www.naics.com/what-is-a-naics-code-why-do-i-need-one/>
- Find your 6-digit NAICS Code here: <https://www.naics.com/search>

8a. Please provide your business' 6-digit NAICS code/industry that best describes your business*

9. What year did you start your business/organization?*

IF you started your business in 2020

9a. What month did you start your business in 2020?*

Finding your Illinois Secretary of State File Number

We will use this number to verify information about your business. You can look up this number by searching for your business name in the [Illinois Secretary of State website](#).

10. Enter your Illinois Secretary of State File Number*

Limit: 8 characters.



Eligibility

11. Were you in operation prior to March 12, 2020?*

- Yes
- No

12. Are you currently in operation in Illinois?*

- Yes
 - No
-

Business/Organization Background

Gross business revenue is the amount of your business income before you subtract taxes and other expenses.

- If you are a sole proprietor or a single-member Limited Liability Company (LLC), you can find your gross receipts on Schedule C of your IRS Form 1040 Line 1 on Schedule C
- If you are a corporation, you can find your gross receipts on IRS Tax Form 1120 Line 1a
- If you are a non-profit, you can find your gross receipts on IRS Tax Form 990 Line G or 990EZ Line L

Please enter numeric digits only. Round to the nearest whole number and do not include commas or decimal points. **Example: \$85,450.15 would be entered 85450**



13. Did you receive any of the following grants? Select all that apply. *

- B2B Grant (Previous round)
- BIG Grant
- Hospitality Emergency Grant
- Other Relief Grant from a Local Government
- None of the Above

14. Number of Hotel Rooms: *

⚠ You must be registered with the Illinois Department of Revenue to remit Hotel Operating Taxes to be eligible to receive this grant.

Your organization's status can be confirmed at [MyTax Illinois](#) by scrolling down to "Searches," clicking on "Verify a Registered Business," and entering your FEIN.

15. Are you registered with the IL Department of Revenue to remit Hotel Operators' Occupation Tax?*

- Yes
- No

16. Please upload your organization's most recent business tax return or business registration:*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png



Identity Verification

Submittable leverages Fraud Prevention Tools to ensure grant funds go to legitimate businesses such as yours. These tools are secure and widely used by service providers and financial institutions to verify a person's identity. The identify verification step is to be completed by the person filling out the application. There are two options available to verify your identity:

- **Knowledge Based Authentication (KBA):** After providing your information, you will see a 5-question quiz based on your personal history. Please note that for privacy purposes, your quiz responses will not be stored or shared with organizations.
- **Identity Verification (IDV):** This tool compares an identification document to your real-time selfie by taking a photo with your device (e.g. smartphone or computer camera). Please note for privacy purposes, your scanned images of your identification or your selfie will not be shared or saved.

For additional information on Submittable's Fraud prevention tools, please

visit <https://www.veriff.com/> or <https://submittable.help/en/articles/6167384-what-is-identity-verification-idv>

17. Identity Verification*

- Take a photo of my ID card and take a selfie (current device with a working camera is required)
- Answer questions about myself

This step in the application helps ensure grant funds go to legitimate businesses such as yours. The identity verification step is to be



completed by the person filling out this application. How will you verify your identity?

Please note that this will be verification on behalf of yourself, and should not be taken on behalf of anyone else.

You have chosen to take a picture of your ID card and a selfie. Click "Proceed" to continue. Acceptable forms of ID include: Government issued ID card, Passport, Tribal ID, Residence Permit, or Driver's license

IF you selected "Take a photo of my ID card and take a selfie"

You have decided to answer some questions about yourself. Please click the PROCEED button below to enter your identity details, then click INITIATE QUIZ

17a. Photo Identity Verification

To confirm your identity, you'll need to provide a photo of your ID as well as take a selfie in real time. A smartphone or webcam is required. [Learn More](#)

Acceptable forms of ID include: Government issued ID card, Passport, Residence Permit, or a Driver's license.

PROCEED

IF you selected "Take a photo of my ID card and take a selfie"

You have decided to answer some questions about yourself. Please click the PROCEED button below to enter your identity details, then click INITIATE QUIZ



17a. Question-Based Identity Verification

Knowledge Based Authentication, or KBA, is a tool widely used by service providers and financial institutions to verify identities. After providing your information, you'll receive a 5 question personalized quiz based on your history. Please note, for privacy purposes, your quiz responses will not be stored or shared. [Learn More](#)

By clicking Proceed you are agreeing to our third party vendor Authenticate.com's [Terms of Use](#).

PROCEED

Photo ID Upload

18. Please upload business owner's or authorized non-profit representative's valid Government-issued photo ID (Please submit a photo copy of the front and back of the ID). If you are a nonprofit, please upload lead executive or board chair's identification.**

Choose File

Examples include (submit one): Illinois state-issued driver's license/ID card, U.S. Passport book or card, Tribal ID card, CityKey, or other valid, state issued or federal issued photo ID.

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png



Demographic Information

The following information will not impact award decisions and is used for reporting.

19. What race or ethnicity does the business owner or organization's lead executive identify with? Please select all that apply:*

- American Indian/Native American or Alaska Native
- Asian American
- Black or African American
- Hispanic or Latino/a/x
- Middle Eastern or North African (MENA)/Arab American
- Native Hawaiian or Other Pacific Islander
- White
- Multiple Races
- Not Listed
- I decline to answer

20. What gender does the business owner or organization's lead executive identify as?*

- Female
- Male
- Nonbinary
- Not listed
- I decline to answer

21. Is the business owner or organization's lead executive a veteran?*

- Yes
- No
- I decline to answer

22. Is the business owner or organization's lead executive a person with disabilities?*



- Yes
- No
- I decline to answer

23. How did you hear about this opportunity? (Optional)

24. Website (Optional)

Certifications

Certification 1

I certify that I am authorized to submit this proposal on behalf of the applying business or organization.

Certification 2

I certify that all information contained in this application is true to the best of my knowledge and belief, and duly reflects the applicant's business activities, under penalty of perjury.

Certification 3

I attest that, if awarded the Illinois Hotel Jobs Recovery Grant Program, the award will be used to cover the following expenses, and I acknowledge that I will be required to provide an attestation to that effect within one year of receipt of award:

- 80% on payroll costs including but not limited to wages, benefits, and employee healthcare costs within one year of receipt of award; and



- 20% on other costs and losses permitted by ARPA.

I acknowledge my business may be asked to provide receipts or additional documentation for up to 5 years following the receipt of any grant funding. If any of the expenses paid with grant money are found ineligible according to Federal Treasury or State of Illinois guidelines, I agree to reimburse the State of Illinois up to the full amount of the grant award.

Certification 4

I certify that my business is currently active and was active prior to March 12, 2020.

Certification 5

I certify that I acknowledge and agree to all terms contained in the Hotel Jobs Recovery Grant Program Certification Agreement [*hyperlink to doc*]. (Applicants that receive an award will be required to sign this agreement prior to receiving awarded funds.)

Certification 6

I certify that my business is not in any one of the following categories that are ineligible for this grant:

- short-term rentals – including vacation rentals – defined as a single-family dwelling, or a residential dwelling unit in a multi-unit structure, that is rented for a fee for less than 30 consecutive days;
- a private club or business that limits membership for reasons other than capacity;
- a business that derives at least 33% of its gross annual revenue from legal gambling activities;



- a business engaged in pyramid sales, where a participant's primary incentive is based on the sales made by an ever-increasing number of participants;
- a business engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located or conducted. (Included in these activities is the production, servicing, or distribution of otherwise legal products that are to be used in connection with an illegal activity, such as selling drug paraphernalia or operating a motel that knowingly permits illegal prostitution);
- a business principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting;
- a government-owned business entity (except for businesses owned or controlled by a Native American tribe);
- a business primarily engaged in political or lobbying activities;
- a night club or strip club;
- a pawn shop;
- a liquor store;
- an establishment similar to any enumerated above; or
- a business in which a majority owner has a financial or familial connection to a director, principal shareholder or leadership member of the Department or Department's partner under the program.

Signature

Please Note: By entering data into the next field (Name, Title, and Contact Phone Number) you are:

1. Representing that you are an officer or other agent duly authorized to enter into legally binding agreements for the applicant.



2. Agreeing to submit this grant application in an electronic form, which shall be bound by its contents as an electronic transaction.
3. Agreeing that your insertion of data into these following fields constitutes an electronic signature:

Name*

Title*

Contact Phone Number*

In the event we are unable to reach you, who may we contact about your application?

Name

Contact Phone Number

Contact Email Address

By checking this box I authorize NCRC CDF discuss this application with the individual listed above.

! You are about to submit your application. !

****Correcting mistakes or making edits after your application has been submitted is not allowed. Please review our FAQs for how to withdraw an application if needed. For additional grant resources and opportunities, please visit: [THIS WEBSITE](#)**

To complete and submit your application click 'Apply Now'. Your email service provider will sometimes try to predict incoming spam mail on your behalf and filter it into your spam folder before you ever see it. If you're not receiving expected emails from notifications@email.submittable.com, you will want to safe list the address to help ensure that these emails reach you.



Illinois
Department of Commerce
& Economic Opportunity



Community
Development
Fund by NCRC

Safe listing an email address means explicitly telling your email service provider that emails from notifications@email.submittable.com are not spam or junk mail. [How can I safelist notifications from Submittable?](#)