



Round 5- Shenandoah County Small Business Covid-19 Recovery Assistance Grant

Application

*Shenandoah County Economic Development
Shenandoah County, Virginia
600 North Main Street, Suite 101
Woodstock, Virginia 22664
jfrench@shenandoahcountyva.us
(540) 459-1822*

Deadline to Apply is June 30, 2021

We understand the unprecedented hard times businesses have faced due to Covid-19. To that end, The Shenandoah County Industrial Development Authority (IDA) in partnership with Shenandoah County Economic Development, the towns of Edinburg, Mount Jackson, New Market, Strasburg, Toms Brook and Woodstock and the Shenandoah County Chamber of Commerce and Lord Fairfax Small Business Development Center have created a **Small Business Covid-19 Recovery Assistance Grant**.

Qualifying Businesses can apply for up to \$15,000* to include:

- Up to a maximum of six (6) months in rent or mortgage relief (not already covered by other grants)
Reopening expenses to include PPE, plexi barriers, outdoor seating, heaters, sanitizers, air filtration, etc.,
*Home-based businesses may apply for up to \$7,500.
**** Receipts or proof of qualified expenses must be provided to receive payment.**

Please note that this grant application is a public document and the names of the businesses awarded may become public once funds are disbursed. Grant recipients will receive their check by mail via the Shenandoah County Industrial Development Authority.

Any funds received through the Shenandoah County Small Business COVID-19 Recovery Assistance Grant are subject to state and federal taxes.

Eligible Expenses:

- Rent/Mortgage Payments from March 12, 2020 - August 1, 2021 (not already covered by other grants)
- Updates to space and technology related to reopening safely including:
 - Technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing or e-commerce
 - Furniture/Equipment to expand outdoor seating
 - Equipment and supplies to promote health and safety of employees and customers
 - Professional services related to the design and construction/alteration of the built environment necessary to promote physical and social distancing, as well as the actual costs for alterations
 - Sanitization (cleaning service and/or supplies)
 - Job training, classes and/or technical assistance such as:
 - Pivoting or modifying the business model
 - Training for long term sustainability planning
 - Initial cleaning and disinfection services prior to reopening

Receipts and/or check copies must be provided for all eligible expenses as proof of payment before funds will be disbursed.

Business Eligibility:

- Must **NOT** have already received County funding through previous rounds of the Shenandoah County Small Business COVID-19 Recovery Assistance Grant. Businesses who have already received assistance through prior rounds of this grant are NOT eligible to reapply.
- Must have been open prior to March 1, 2020.
- Must be in good standing with regard to state and local taxes and business licenses
- Must be able to produce 2019 and/or 2020 financial statements such as: Profit & Loss statements, balance sheets and 2019 and 2020 tax returns
- Had no more than 20 Full Time Equivalent (FTE)* employees prior to March 12, *Full Time Equivalent (FTE) – the number of employees required to achieve one week (40 hours) of work. For example, one full time (40 hours) employee and two part-time (20 hours each) employees would be 2FTE.
- Has been negatively impacted by COVID-19. The business must have suffered business interruption due to COVID-19 required closures as measured by a reduction in gross revenue (Year to Date (YTD) 2020/2019), which may include but is not limited to:
 - Reduced sales or suspended operations
 - Increased costs related to COVID-19 prevention measures
 - Disrupted supply network leading to shortage of critical inventory or materials
- Must have a physical location in Shenandoah County or one of its incorporated town limits. Home-based businesses can qualify for up to 50% funding or \$7,500.
- Home-based businesses may qualify for up to 25% of a home-based business owner's rent or mortgage (for up to six months and/or a maximum of \$7,500).
- Maximum NET revenues for 2019 at or below \$500,000
- Provides local or regional services, including those in the program's areas of emphasis:
 - tourism related businesses,
 - accommodations* (i.e. hotel, motel, bed and breakfast),
 - restaurants/food service*,
 - professional services* (i.e. legal, design, real estate, plumbing, etc.),
 - cultural & educational services,
 - arts & entertainment

- recreation,
- retail*,
- nonprofit organizations to include arts, theatres, and thrift stores with a physical location that are open to the public
- health practitioners,
- personal care (i.e. beauty/barbershop, nail salon, dry cleaner, fitness centers and more)
- Day Care facilities**

* Owners with more than one franchise within the County are only eligible to apply once and will only be eligible for one grant regardless of the number of locations within the County.

** Day Cares and other businesses affiliated with a church or religious organization are not eligible to apply

The Following Businesses Are Ineligible for this grant as per DHCD Guidance:

- Churches and Faith Communities
- Schools- public or private

There is no application fee to apply.

Funds will be distributed on a reimbursement basis with proof of purchase or qualifying expense required. For any future expenses such as rent extending beyond the date of application, a check will be written upon award for any expenses incurred to date and subsequent checks issued as additional receipts and invoices are submitted to the Shenandoah County IDA for approval.

Grantees will be reported to the U.S. Treasury Department and/or Virginia Department of Housing & Community Development (DHCD), as part of the County of Shenandoah's required report and any other public document as may be required by the Community Development Block Grant (CDBG). Information provided, except for confidential financial statements as allowed by Sections 2.2-3705.6 and 58.1-3 of the Code of Virginia are subject to Freedom of Information Act (FOIA) regulations.

Please email complete applications or any questions to jfrench@shenandoahcountyva.us.

Completed applications may also be mailed to:

Shenandoah County Tourism & Economic Development
 Attn: Jenna French
 600 North Main Street, Suite 101
 Woodstock, VA 22664

Business Section

Business Description

Business Name: _____

Business Name as Listed on W-9 (if different than above): _____

Business Physical Address: _____

Business Mailing Address (if different from above): _____

Business Email: _____

Is the business located within town limits: Yes No

If yes, please circle which town:

Strasburg Toms Brook Woodstock Edinburg Mount Jackson New Market

Owner Contact:

Name: _____

Phone: _____

Organization Type (circle one):

Sole Proprietorship Partnership LLC S Corp C Corp B Corp Non-profit

EIN Number (if you are a sole proprietorship, please provide your Social Security Number): _____

DUNS Number: _____

(If you do not have a DUNS number, you can register for one at the [Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711 to register or search for a DUNS number.)

Number of Full-Time Employees (30+ hours): Prior to 3/1/20: _____ Current: _____

Number of Part-Time Employees (less than 30 hours): Prior to 3/1/20: _____ Current: _____

2019 Gross Revenue: _____ 2020 Gross Revenue: _____

2019 Net Revenue: _____ 2020 Net Revenue: _____

Primary Industry Sector: _____

1. My business or non-profit is eligible under the requirements listed above and I understand the grant application process. I would like to continue the application process.

Yes No

2. When was your business established in Shenandoah County? _____

3. Describe your business:

4. Describe your products/services:

5. How has your business been affected by the impact of COVID-19 and why do you need this grant? (sales are down by a certain percent, required closure for a certain number of weeks, increased costs, etc.)

6. Describe how you shifted your business model to reopen your business or non-profit? (When did you or do you intend to reopen? What measures are necessary for you to reopen safely? How have you adapted your business practices during this time?)

7. Please include a breakdown of typical monthly expenses (payroll, inventory, rent, utilities, debt service, etc.):

8. Please provide a breakdown of your actual monthly revenues using the chart below (put N/A if your business was not in operation at that time):

| | January | February | March | April | May | June |
|------|---------|----------|-------|-------|-----|------|
| 2019 | | | | | | |
| 2020 | | | | | | |

| | July | August | September | October | November | December |
|------|------|--------|-----------|---------|----------|----------|
| 2019 | | | | | | |
| 2020 | | | | | | |

9. Have you received any other local, state or federal grants or loans (PPP, EIDL, Shenandoah County Industrial Development Authority, Community Foundation, Virginia 30 Day Fund, Staunton Creative Community Fund, etc.). If yes, please list which programs and how much funding was received for each.

10. Other information you would like the review committee to know about your business:

11. Please upload or provide a completed W-9 for your business or non-profit. This is a requirement for the disbursement of funds. Incomplete applications will not be considered. Blank W-9 forms are available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and instructions can be found at <https://www.irs.gov/instructions/iw9>. Each business must have a completed, signed, W-9 in order to submit the application. Electronic applications should provide a PDF copy of their signed W-9.

Grant Request Information

Grant Amount Requested:

How will you use the grant proceeds? (please provide a budget breakdown of rent/mortgage and reopening expenses)

I. Total Rent/Mortgage Reimbursement sought (maximum 6 months): _____

a. Monthly Rent/Mortgage: _____

b. Include a signed copy of your current lease agreement or mortgage statement*

II. Total additional expenses you are seeking reimbursement towards reopening expenses such as , PPE supplies, outdoor furniture, contactless payment software, online sales, etc. , etc. (See pages 1 and 2 for eligible expenses): _____

a. Please provide a list of eligible expenses other than rent/mortgage below. Attach another page if necessary.

b. Include copies of receipts associated with all listed expenses*.

*Documentation is required for reimbursement of all eligible expenses.

Incomplete applications will not be considered.

Please check both of the boxes below certifying that you meet the requirements of this application. Both Boxes must be checked even if you have not received PPP, EIDL or any other state or federal funding.

___ By checking this box I certify that I am not using this grant money for the same expenses and same time period for EIDL and PPP expenses.

___ By checking this box I certify that if I receive reimbursement for the expenses requested here from other sources such as sources such Federal such as PPP or EIDL, I agree to repay the IDA for those expenses duplicated by this grant.

Certification Statement and Agreement

I certify that the information above is correct to the best of my knowledge.

Notice: *The Authority is dedicated to maintaining the confidentiality of all private information including proprietary business data, business plans, and tax ID numbers. As an organization receiving financial support from state and federal agencies, we may be required to document and share your information with public and non-profits agencies as a condition of program funding. Such information will be treated as confidential by all parties and shared only to the extent required for compliance with any program that the Authority participates in, FOIA, subpoena, court action or other legal requirements.*

Name of Business

Name of Applicant

Signature of Applicant

Date

Documentation Check List

In addition to this application, please submit the following as part of your loan application:

Additional Documentation:

- Copy of your Town Business License (if located within town limits)
- IRS form W-9 for the business/corporation (must be signed)
- Copy of full business federal tax returns (*2 Years preferred, most recent required*)
- Income statement and balance sheet (most recent)
- Copy of any bankruptcy discharge order during the past 7 years (*if applicable*)
- Copy of driver's license or other form of identification
- Copy of current signed lease agreement or mortgage statement

Please do not submit original documentation. Documents will not be returned and must be kept on file for auditing purposes following the duration of this program.

Complete applications must be received by June 30, 2021