



Small Business Recovery Grant

Montgomery County and the Towns of Blacksburg and Christiansburg have established a grant fund to support small business recovery in response to COVID-19. One-time grants of up to \$27,500 are being provided to offset business impacts during the pandemic. The grant program will be administered by all three localities in partnership with the Montgomery County Chamber of Commerce, Downtown Blacksburg Inc., Downtown Christiansburg Inc., and the Blacksburg Partnership.

FUNDING SOURCE

The U.S. Treasury guidance allows states to use Coronavirus Relief Fund (CRF) dollars for expenditures “related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closure.” The Commonwealth of Virginia has elected to disperse a portion of its allocation to local governments. Montgomery County and the Towns of Blacksburg and Christiansburg have elected to use part of their allocation to help preserve small businesses.

ELIGIBLE GRANT USES

Grant funds must be expended in compliance with state and federal law. Funds may be used to reimburse the cost of business interruption caused by required closures, which may include any of the following expenses made after March 15, 2020 (deemed “necessary” expenses for business survival):

- Payroll expenses, including wages or benefits
- Lease or mortgage payments
- Utilities
- Insurance
- Personal protective equipment (PPE) or cleaning supplies or services
- Equipment and inventory purchases
- Technology Enhancement (website development/updates, e-commerce, software, laptop, etc.)
- Professional Services (accounting, legal, marketing, etc.)
- Other Costs associated with response to new market conditions (i.e., furniture to support outdoor dining, develop new product line, etc.)

Ineligible items include anything paid before March 15th, anything already being reimbursed by other federal or state funds, and anything not deemed 'necessary'.

ELIGIBILITY CRITERIA

Businesses meeting all of the following eligibility criteria are encouraged to apply:

- Must have been in business for a minimum of one (1) year prior to March 1, 2020
- Applicant is 51% + majority owner of business, 18 years or older
- Owner has or will have a valid EIN & DUNS as well as a business bank account
- Owner/Applicant is not currently in bankruptcy
- Must demonstrate impacts due to COVID-19 (i.e. has suffered 20% or more decrease in revenue OR 20% or more net income decrease when comparing any 3 month period in 2020 (from March to present) to the same months in 2019)
- Must be an existing for-profit business physically located in the Town of Blacksburg, Town of Christiansburg, or Montgomery County and possess a valid business license or registration.
- Must be current on all fees, permits and taxes as of the time of application, except when extensions have been granted by one of the municipalities due to COVID-19.
- Must have at least a half-time (.5) employee (excluding owner) and no more than 50 full-time equivalent (FTE) employees

The following businesses are not eligible:

- Businesses not currently in operation
- Banks and financial services
- Nonprofit businesses
- Franchise businesses, except those franchises which are locally owned and operated
- Businesses that are permanently closed or engaged in illegal activities

GRANT GUIDELINES

1. Completion of grant application outlining the use of funds by September 20th
2. Maximum amount of grant ranges from \$500-\$27,500
3. One (1) application per business establishment
4. Funds will be reviewed by a grant review committee and awarded at one time

Maximum funds available per award will be based on full-time equivalent (FTE) employment numbers for businesses, with FTE being 40 hours/week (so two part-time people working 20 hours/week would equal one FTE; or 4 people working 10 hours/week). The number may include up to 1 business owner if they work in the business, even if they are not paid wages or salary. The first 5 FTE's are eligible for \$1,000 per FTE and after that \$500 per FTE for a total maximum award of \$27,500.

Applicants will need to submit receipts for eligible expenses incurred between March 15th and September 20th up to the maximum award amount at the time of application.

Use of funds restrictions: Funds cannot be used to pay taxes, fees or any other payments due to the County or Towns.

B. Contact Information

B.1. Business Name

B.6. Website Address (if any)

B.2. Primary Business Contact Name

B.7. Primary Business Address

B.3. Primary Business Contact Title

B.8. Mailing Address (if different)

B.4. Contact Phone

B.5. Contact Email Address

C. Business Information

C.1. My business is located in:

C.6. Business Operations:

C.2. Type of Business (select one)

Number of full-time employees as of 2/29/20

If Retail or Other, please specify:

Number of full-time employees as of 6/30/20

C.3. Is your business home-based?

Number of part-time employees as of 2/29/20

C.4. Entity Type

Number of part-time employees as of 6/30/20

If Other, please specify:

Number of full time equivalent (FTE) employees as of 2/29/2020

C.5. Have you received an EIDL or PPP loan?

Number of full time equivalent (FTE) employees as of 6/30/2020

If yes, what was the loan amount?

C.7. If fewer employees as of 6/30/2020, please indicate the following:

C.8. Why did the business close (fully or partially) during the COVID-19 health emergency? (check all that apply)

- State mandate
- Not enough customer demand
- Supply chain disruption
- Workforce availability
- Health and safety concerns
- Other

If Other, please specify

C.9. How much money do you estimate your business has lost due to Covid-19 disruptions as of the date you are completing this application?

\$0.00

C.10. What is the current status of the business? (check all that apply)

- Open with normal operations
- Open with limited operations (e.g., fewer employees, reduced hours/shifts, etc.)
- Operating online
- Delivery/take out only
- Closed temporarily
- Other

If Other, please specify

C.11. Is the primary location of the business owned or rented?

C.12. Monthly Rent/Mortgage Amount

Number of employees Laid-off

Number of employees put on Temporary Furlough

C.14. If yes, how many months can reserves or credit cover business operations?

C.15. Has your business followed the [Governors guidelines](#) regarding public health restrictions that relate to your business sector?

C.16. Briefly describe the measures being taken to strengthen business model during the time of the Covid 19 pandemic.

C.17. Please Certify the following:

- Business is a for-profit enterprise with 50- or fewer full time equivalent (FTE) employees
- Business suffered at least 20% decrease in Revenue or Net Income in any 3 month period in 2020 from March to present to the same months in 2019 due to closure (mandated or voluntary, full or partial) in response to the COVID-19 public health emergency
- Business was operational for at least one year prior to March 1, 2020
- Business had at least one part-time (FTE) employee (excluding owner) prior to March 1, 2020
- Business is current on all fees, taxes and permits as of the time of this application unless granted an extension by the locality due to COVID-19

C.13. Does the business have any capital reserves or available credit?

D. Required Documentation

D.1. Provide detail on the receipts included for reimbursement as part of this grant program.

Date	Item/Description	Cost	How does this relate to your Covid response?

D.2. Please indicate the amount of grant funds you are requesting: _____

Please note: Maximum funds available per award will be based on full-time equivalent (FTE) employment numbers for businesses, with FTE being 40 hours/week (so two part-time people working 20 hours/week would equal one FTE; or 4 people working 10 hours/week). The number may include up to 1 business owner if they work in the business, even if they are not paid wages or salary. The first 5 FTE's are eligible for \$1,000 per FTE and after that \$500 per FTE for a total maximum award of \$27,500.

You may submit eligible expenses up to the maximum funds available per award as determined using the formula above. Eligible expenses include any of the following incurred after March 15, 2020: payroll, including wages or benefits; lease or mortgage payments; utilities (gas and electric); insurance; personal protective equipment (PPE) or cleaning supplies or services; equipment and inventory purchases; technology enhancement (website development/updates, e-commerce, software, laptop, etc.); professional services (accounting, legal, marketing, etc.); and other costs associated with response to new market conditions (i.e., furniture to support outdoor dining, develop new product line, etc.)

Below please upload all documentation including proof of payment totaling amount requested. Proof may include a copy of invoice/estimate and proof of payment (such as copy of check, bank statement or receipt).

You should NOT request reimbursement for anything that is being paid for by Paycheck Protection Program (PPP), Cash Advance from the Economic Injury Disaster Loan (EIDL) program, or other federal or state funds.

Documentation

- 2020 Business License or Business Registration ***Required**
- IRS Form W-9 Request for Taxpayer Identification Number and Certification ***Required**
- ONE of the following sources of information which shows 20% reduction in new income or revenue between any 3 month period in 2020 from March to present to the same months in 2019: Profit and loss statement; Sales tax filings; Transient Occupancy Tax filings, or other official documents showing reduction ***Required**

- Form FC 20 as already submitted to the Virginia Employment Commission for ONE quarter of 2019 ***Required**
- Receipts for Reimbursement ***Required**

Agreement

The Applicant covenants to save, defend, hold harmless and indemnify Montgomery County, VA, the Town of Blacksburg, VA, and the Town of Christiansburg, VA and all of its officers, departments, agencies, agents and employees (Collectively the "Localities") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application.

The Applicant provides a waiver of confidential information provided to the Commissioner of the Revenue and Treasurer of Montgomery County, Town of Blacksburg and the Town of Christiansburg and authorizes the internal use of this information for the grant analysis only. The Applicant acknowledges that the Localities will keep all proprietary information voluntarily provided by the Applicant confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations pertaining to the disclosure of records in its possession, and acknowledges that all grant award decisions are final and are not subject to appeal. I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

Signature

Date