



STAUNTON CARES

BUSINESS GRANT PROGRAM

Cash Grants for Small Business

APPLICATION PROCESS

- Applications are due on August 21, 2020 by 5:00PM, and only electronically submitted applications will be accepted.
- Applications should be emailed to economicdevelopment@ci.staunton.va.us
- Applications should be signed. If you do not have the technology to physically sign the document, type your name in the signature block and we will make arrangements for you to sign the completed document.
- Incomplete applications will be rejected.
- Applications will be reviewed by the Staunton Cares Business Grant Review Committee
- Should the application pool be larger than the grant funds available, the Staunton Cares Business Grant Review Committee will score applications based on the severity of impact that COVID-19 has had on a business.
- Grantees will be notified of grant awards no later than August 28, 2020.
- Grantees will be required to furnish additional information, including, but not limited to a W9, documentation of expenses (in the form of invoices, check copies, etc.) to support disbursement of grant funds, and certify that the funds will be used as described in the application.
- In lieu of a notary, business owners will be required to furnish a copy of their driver's license.
- Disbursement of grant funds will begin no later than September 1, 2020, and continue until grant funds are fully disbursed.
- Grantees will be reported to the U.S. Treasury Department as part of the City of Staunton required reporting and any other public document as may be required by the CARES Act. 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.

Eligibility Checklist

Please verify that you are eligible to receive these grant funds by reviewing these eligibility criteria.

- ☐ Have suffered a qualified business interruption due to COVID-19
- ☐ Has a physical location within the corporate limits of Staunton
- ☐ Are a for profit business
- ☐ Taxes and fees to City of Staunton are current
- ☐ Locally owned and operated
- ☐ Had between one and twenty (Full Time Equivalent¹) W2 employees as of March 13, 2020
- ☐ Have received or been approved for an SBA-backed Paycheck Protection Program (PPP) loan or an Economic Injury Disaster Loan (EIDL), and still in need of funding.
- ☐ Did not receive and have not been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant
- ☐ Did not receive compensation from an insurance company for the covered business interruption due to COVID-19 or received less than \$10,000 in insurance compensation
- ☐ Your business is not a subsidiary of a business with more than 50 employees, is not part of a larger business enterprise with more than 50 employees and is not owned by a business with more than 50 employees



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Section 1 – Basic Business Information

1. Business Trade Name _____ Address _____
2. Full legal name of business, if different _____
3. Owner name _____ phone _____
4. Email _____
5. Mailing address, if different _____
6. Communication preference
Email ____ Mail ____ Phone ____ Text ____
7. FEIN number _____
8. Staunton Business License number _____
9. Is your business located within the City limits of Staunton? Yes ____ No ____
10. Is the physical business address a location that receives customers? Yes ____ No ____
11. Are your City of Staunton taxes and fees current? Yes ____ No ____
12. Is your business locally owned and operated? Yes ____ No ____
13. When was your business established? _____
14. How long have you been the owner? _____
15. Is your business SWAMⁱⁱ certified? Yes ____
a. If no, are you SWAMⁱⁱⁱ eligible? ____
16. How is your business organized?
Sole proprietorship ____ S-Corp ____
Partnership ____ LLC ____
C-Corp ____ Other ____
17. What is your primary industry sector?
Agriculture ____ Finance and insurance ____
Construction ____ Real estate rental and leasing ____
Manufacturing ____ Professional & technical services (medical) ____
Wholesale trade ____ Personal Services (salon, dry cleaner) ____
Retail ____ Arts, entertainment, and recreation ____
Transportation and warehousing ____ Hospitality (restaurant, catering, hotels) ____
Information Technology ____ Other ____
18. If your business is in leased space, on what date does the current lease expire? _____
19. What is the gross square footage of your location? _____



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Section 2 – Business Eligibility

20. How many W2 employees do you currently have?

☐ Full time

☐ Part time (30 hours per week or less)

21. How many W2 employees did you have on March 1, 2020

_____ Full time

_____ Part time

22. If you have not done so already, what are your plans for hiring or recalling employees from furlough?

23. How was your business impacted by COVID-19? _____

24. How did you adapt your business practice during the state of emergency/stay at home order? _____

25. Is your business open now? Yes _____ No _____

a. If no, what are your plans for reopening? _____

26. What was your YTD January – May Gross Revenue in 2019? _____

27. What is your YTD January – May Gross Revenue in 2020? _____

28. If your business was not active on January 1, 2019, please provide details on your first year of operation. _____

29. Is your business currently in bankruptcy proceedings? _____

30. Did you receive an SBA-backed Paycheck Protection Program (PPP) loan? Yes _____ No _____

a. If yes, what was the amount? _____

b. Please explain why additional funding is necessary: _____



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31. Did you receive Economic Injury Disaster Loan (EIDL) loan or grant? Yes _____ No _____

a. If yes, what was the amount? _____

b. Please explain why additional funding is necessary: _____

32. Have you been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant? Yes _____ No _____

a. If yes, please describe including dollar amount: _____

33. Have you received compensation from an insurance company for the covered business interruption due to COVID-19? _____

a. If yes, please describe including dollar amount: _____

34. Have you received any other local grants or loans (EDA, SCCF, Community Foundation, etc.)?

Yes _____ No _____

a. If yes, please describe including dollar amount: _____

Section 3 – Use of Funds

Staunton Cares Business Grant funds must be used to reimburse the costs of business interruption caused by required closure and/or costs related to reopen. Acceptable uses of grant funds include:

- Personal Protective Equipment (PPE)
- Other equipment and supplies to promote health and safety
- Technology to facilitate e-commerce and or virtual business operations
- 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
- Initial cleaning and disinfection services prior to reopening
- Inventory
- Equipment
- Rent or mortgage costs
- Utilities (Gas, Electric, Communication)



35. Please provide a line item list including dollar amount of how you will use the grant funds if awarded.

[illegible]

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SIGNATURE PAGE

I certify that I am the owner or authorized agent of the above business and that the information included in this application is accurate. Further, if awarded, grant funds will be used as described herein and in accordance with the CARES Act, and that I will provide any additional information as needed as requested by the Staunton Cares Business Grant Review Committee.

Printed Name: _____

Signature: _____

Date: _____

Staunton Cares Business Grant Review Committee Recommendation:

Approved _____

Amount: _____

Denied _____

Date: _____

Signature: _____

Phil Trayer, Staunton Economic Development Authority, Treasurer

ⁱ 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.

ⁱⁱ Small, Women-owned, and Minority-owned Business

ⁱⁱⁱ Full definition can be found at: <https://www.sbsd.virginia.gov/certification-division/swam/>. Small - 250 or fewer employees, or average annual gross receipts of \$10 million; least 51 percent of the equity ownership interest is held by a Women or Minority; Service Disabled Veteran-owned may also qualify