



for Business
RECOVERY ASSISTANCE GRANT

GRANT GUIDELINES

The Open for Business – Recovery Assistance Grant has been made available by Wythe County, Town of Wytheville and Town of Rural Retreat through Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and the Community Development Block Grant (CDBG) funding awarded from the Virginia Department of Housing and Community Development (DHCD). Administration of the grant program is provided by Downtown Wytheville Incorporated, Joint Industrial Development Authority of Wythe County, Visit Wytheville, and Wytheville-Wythe-Bland Chamber of Commerce on behalf of the localities. The grant program provides one time, emergency funding to eligible, for-profit businesses located in Wythe County to assist with unplanned costs incurred as a direct result of business disruptions due to the coronavirus (COVID-19). Limited funds are available. Applications must be submitted with all required documentation, as listed in these guidelines, for consideration.

ELIGIBILITY CRITERIA Wythe County businesses meeting all the following eligibility criteria are encouraged to apply:

- Must be an existing for-profit business, locally owned and operated in Wythe County
- Must demonstrate that they were operational pre-COVID-19 (March 1, 2020)
- Must be current on all local taxes, business licenses, and public loans (including but not limited to the JIDA Revolving Loan Fund) as of March 1, 2020
- Must demonstrate impacts due to COVID-19, (e.g., revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption)

GRANT CATEGORIES Businesses may qualify for one or more of the below grant categories:

- Grant awards will be determined by revenues demonstrated through financial documents such as, but not limited to, tax returns, profit and loss statements, balance sheets, the provided financial spreadsheet, etc. Revenue based awards have no employment limits.

Annual Gross Revenues of \$5,000 to \$29,999 are eligible for a grant in the amount of **\$2,500**;

Annual Gross Revenues of \$30,000 to \$49,999 are eligible for a grant in the amount of **\$5,000**;

Annual Gross Revenues of \$50,000 to \$199,999 are eligible for a grant in the amount of **\$7,500**;

Annual Gross Revenues \$200,000 to \$3 million are eligible for a grant in the amount of **\$10,000**.

Revenue: Total company income to include gross receipts, rents, and royalties.

Award criteria is subject to change based on demand.

- Awards of up to **\$10,000** for a **maximum of six months** of rent and mortgage relief based on existing lease and mortgage agreements for businesses with 20 or fewer employees. For this purpose, two part-time employees will count as one full time equivalent (FTE). Funds will be distributed on a reimbursement basis from April 1, 2020, forward with proof of payment and verification. Relief may also be granted for future rent and mortgage payments extending beyond the date of application, through the end of 2020. A check will be written upon award for rent expenses incurred to date, and subsequent checks may be issued to reimburse rent and mortgage payments up to \$10,000 for a maximum of six months.
- Awards for businesses in the Town of Rural Retreat will be based on the merit of and need presented in the application, up to \$15,000.

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 COVID-19, which may include:

- Rent or mortgage expenses
- Operations (i.e., payroll, supplies, working capital, insurance, etc.)
- Pivot to respond to new market conditions (i.e., develop or expand online sales/e-commerce, delivery or take out, develop new product line, etc.)
- Equipment and inventory purchases
- Deep cleaning services, PPE, protective barriers, etc.
- Other critical operating expenses

INELIGIBLE GRANT USES

Grant funds may not be used for:

- Payment of town or county utility expenses (e.g., water and sewer bills)
- Payment of state, county, or town taxes
- The same use as previously received CARES Act funding (ex: if the business has received PPP funds, they may not use this grant to cover payroll for the same time period)

INELIGIBLE BUSINESSES

The following businesses are not eligible:

- Businesses not currently in operation or are permanently closed
- Banks and financial services
- Charitable, religious, governmental, or other non-profit organizations
- Independent contractors operating multilevel or network marketing businesses (e.g., Avon, Mary Kay, Pampered Chef, Sabika, etc.)
- Franchise businesses, *except those franchises which are locally owned and operated*
- Businesses engaged in speculation or investment in rental real estate
- Businesses determined ineligible under SBA guidelines listed here: <https://www.sba.gov/partners/lenders/7a-loan-program/terms-conditions-eligibility#section-header-19>

HOW TO APPLY

Businesses can access the application online at www.madewythepride.org. Applications may be submitted by email to john.matthews@wytheida.org, or mailed or delivered to the Joint Industrial Development Authority office located at:

**190 South 1st Street
Wytheville, VA 24382**

REQUIRED DOCUMENTATION

- Completed Application
- Copy of 2019 federal business tax returns
- Monthly financial statements for the first six (6) months of 2020 including profit & loss and balance sheet
- Financial Impact Statement (spreadsheet provided at madewythepride.org)
- W-9 Form
- *If applying for rent and mortgage relief*, please complete the Rent and Mortgage attachment. This grant category requires businesses to provide the payment agreement and proof of payment for reimbursement of rent and mortgage payments made from April 1, 2020 until the time of application. Reimbursements will be made only for the amounts already paid. Future payments may be reimbursed through the end of 2020 with required documentation. Applicants could be awarded up to \$10,000 for both reimbursements and future payments of rent and mortgage.

Applications are subject to verification. Application submission does not guarantee grant awards. Each application must be accompanied by all required documentation to be eligible for consideration. Complete applications will be accepted and considered immediately, and grants will be awarded until funds have been depleted. Grants from government entities are generally considered income and therefore taxable – please consult with your accountant or tax preparer for more information.

For any questions or program clarification, please contact one of our administrative partners:

Downtown Wytheville
(276) 223-3343
exedir@downtownwytheville.org

Joint IDA of Wythe County
(276) 223-3370
John.matthews@wytheida.org

**Wytheville-Wythe-Bland
Chamber of Commerce**
(276) 223-3365
chamber@wytheville.org

By signing, I am agreeing with the guidelines for Wythe County's Open for Business Recovery Assistance Grant.

**BUSINESS
REPRESENTATIVE**

Printed Name: _____

Signature: _____ Date: _____



for Business
RECOVERY ASSISTANCE GRANT

GRANT APPLICATION

For internal use only

Received on: _____ ☐ Complete

☐ R/M ☐ CARES ☐ RR

☐ Approved

☐ Denied Auth: _____

Legal Business Name: _____

DBA (if different): _____

When was the business established?: _____ EIN: _____

Business Owner(s): _____ DUNS: _____
If you do not have a DUNS number, you can register for one at <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or call 1-866-705-5711.

Applicant Name: _____ Title: _____
(if applicant is not the business owner)

Business Website: _____ Facebook: _____

Business Location

Contact Information (if different from physical location)

Address

Address

City/State/Zip

City/State/Zip

Phone

Phone

Email

Email

☐ This business is located within Rural Retreat town limits.

(Awards for businesses in the Town of Rural Retreat will be based on the merit of and need presented in the application, up to \$15,000.)

Grant awards are based on business revenue. Please select the range that represents your business revenue:

Revenue: Total company income to include gross receipts, rents, and royalties.

☐ Annual Gross Revenues of \$5,000 to \$29,999

☐ Annual Gross Revenues of \$30,000 to \$49,999

☐ Annual Gross Revenues of \$50,000 to \$199,999

☐ Annual Gross Revenues \$200,000 to \$3 million

Number of full-time equivalent employees as of January 1, 2020: _____

Number of full-time equivalent employees as of June 1, 2020: _____

Number of full-time equivalent employees as of September 1, 2020: _____

For this purpose, two part-time employees will count as one full time equivalent.

Type of Business: ☐ Agriculture ☐ Automotive ☐ Childcare ☐ Construction ☐ Entertainment/Art ☐ Lodging ☐ Medical

☐ Manufacturing/Machining ☐ Professional Services ☐ Restaurant ☐ Retail ☐ Salon/Personal Care

☐ Transport/Warehouse ☐ Other: _____

Have you received funding from the Paycheck Protection Program (PPP)? _____ **If so, how much?** _____

Have you received any other COVID-19 funding? Source: _____ **Amount:** _____

Application continued

Please describe how your business has been impacted by COVID-19:

Brief description of how grant funds will be used:

Use of Funds: ☐ Rent or Mortgage ☐ Operations ☐ Business Changes to Respond to Covid-19 ☐ Equipment ☐ Inventory
☐ Deep Cleaning ☐ PPE and Protective Barriers ☐ Other: _____

I have attached:

- ☐ 2019 federal business tax returns
- ☐ Monthly financial statements for the first six (6) months of 2020 including profit & loss and balance sheet
- ☐ W-9 Form
- ☐ Financial Impact Statement

(statement spreadsheet available on madewythepride.org)

I certify that:

- ☐ The information I have provided is accurate
- ☐ The business holds a current business license (where applicable)
- ☐ The business is current on all local business taxes
- ☐ The business is current on any loan obligations
- ☐ I am authorized to apply for this grant on behalf of the company

☐ *If applying for rent and mortgage relief*, please complete the Rent and Mortgage attachment. This grant category requires businesses to provide the payment agreement and proof of payment for reimbursement of rent and mortgage payments made from April 1, 2020 until the time of application. Reimbursements will be made only for the amounts already paid. Future payments may be reimbursed through the end of 2020 with required documentation. Applicants could be awarded up to \$10,000 for both reimbursements and future payments of rent and mortgage.

☐ If awarded this grant, I agree to abide by the program guidelines and provisions of the grant agreement.

**AUTHORIZED BUSINESS
REPRESENTATIVE**

Printed Name: _____

Signature: _____ Date: _____

Additional applications can be found at www.madewythepride.org. Completed applications and attachments may be emailed to john.matthews@wytheida.org. Mail or drop off applications at 190 South 1st Street, Wytheville, VA 24382.

For any questions or program clarification, please contact one of our administrative partners:

Downtown Wytheville
(276) 223-3343
exedir@downtownwytheville.org

Joint IDA of Wythe County
(276) 223-3370
John.matthews@wytheida.org

**Wytheville-Wythe-Bland
Chamber of Commerce**
(276) 223-3365
chamber@wytheville.org





for Business
RECOVERY ASSISTANCE GRANT

RENT AND MORTGAGE ATTACHMENT

This attachment is only necessary if a business with 20 or fewer employees is requesting rent or mortgage relief.

- Grants of up to **\$10,000** for a **maximum of six months** are available for rent and mortgage relief.
- Businesses with **20 or fewer employees** (full time equivalents - FTE) are eligible. For this purpose, two part-time employees will count as one full time equivalent.
- Funds will be distributed on a reimbursement basis from April 1, 2020, forward with proof of payment and verification.
- A check will be written upon award for rent expenses incurred to date.
- If a business has not met the six month or \$10,000 limit, relief may also be granted for future rent and mortgage payments extending beyond the date of application through the end of 2020.
- Subsequent checks for future payments may be issued through reimbursement requests after those rent or mortgage payments have been made.

Business Name: _____

Month	Amount Paid	Future Payments	Have you received other Rent or mortgage assistance for any of these months?
April			
May			
June			
July			
August			
September			
October			
November			
December			

This grant will only reimburse up to six months of rent or mortgage payments for no more than \$10,000

Please provide the following documentation:

- ☐ The page(s) of the lease or mortgage agreement that outlines your regular payment agreement and who is to be paid.
- ☐ Proof of payment for each month (Ex: Images of cleared checks, bank statements, etc.)
- ☐ Receipt of payment from the landlord or mortgage institution.

Additional Comments: