

COVID 19



TO SUBMIT APPLICATION:

WWW.DINWIDDIEVA.US
EDGRANTS@DINWIDDIEVA.US
804.265.1233



Industrial Development Authority of Dinwiddie County Second Round Small Business COVID-19 Disaster Grant Fund

In response to these challenging times in our community, the Industrial Development Authority (IDA) of Dinwiddie County is pleased to offer the Small Business COVID-19 Disaster Grant Fund opportunity to Dinwiddie County Small Businesses. Funds must be used to relieve and reduce unemployment, assist with job retention, and/or assist with operational needs necessary to sustain businesses through the pandemic. Please review the guidelines and submit a complete application to:

edgrants@dinwiddieva.us by the Deadline date of
(First round) - September 11th, 2020 at 5:00PM
(Second round) - September 18th, 2020 at 5:00PM

ELIGIBILITY

- All Dinwiddie County small businesses with 25 employees or less. (national chain and/or nationally franchised locations are not eligible)
- Businesses must have been established and operational within Dinwiddie County for at least 12 months.
- Businesses and all business owners must possess a valid Dinwiddie County Business License.
- Businesses must demonstrate on the application how their business has been adversely impacted by the COVID-19 crisis.
- If approved, grant funds will be distributed to the business as a reimbursement for qualifying business costs that occur between March 17, 2020 and December 30, 2020.

- Grants will be awarded based on timely, complete applications. Applications will be numbered and tracked as they come in. Preference is given to those firms that have made efforts to retain employees during the pandemic and remain operational (if allowed).
- Total grant funds available for award will not exceed \$200,000.
- Grant amounts vary by size of business, based on number of employed (documented by payroll statements and federal employment records)
 - Business with 1-5 employees \$2,500 (max award)
 - Business with 6-25 employees \$5,000 (max award)
 - Major Attraction Businesses \$10,000 (max award)

The Board determines a major attraction business as one that primarily draws visitors from outside of Dinwiddie County and does not have an exclusive business of preparing food and/or drink.

USE OF FUNDS

Funds must be used for operational capital to assist the business in sustaining operations such as payroll, utilities, inventory, rent, and business mortgage. Grant funds will be provided on a reimbursement basis once the applicant has demonstrated that the expense has been paid. Grantees cannot use the grant funds for any expense for which the grantee has already received federal grant or loan funds, or in any other way inconsistent with the CARES Act.



Industrial Development Authority of Dinwiddie County Small Business COVID-19 Disaster Grant Fund

In response to these challenging times in our community, the Industrial Development Authority (IDA) of Dinwiddie County is pleased to offer a second round of the Small Business COVID-19 Disaster Grant Fund opportunity to Dinwiddie County Small Businesses. The funds for the second round will come from Federal CARES Act money. The CARES Act requires that funds spent be necessary in response to the COVID-19 public health emergency. Please review the guidelines and submit a complete application to edgrants@dinwiddieva.us by the Deadline below.

- First applicant pool deadline is September 11th at 5:00 PM. (Businesses that received funds in the first round of Small Business COVID-19 Disaster Grants are ineligible unless they are applying as a major attraction business.)
- Second applicant pool deadline is September 18th at 5:00 PM. (Businesses that received funds in the first round of Small Business COVID-19 Disaster Grants may apply for this pool.)

ELIGIBILITY

- All Dinwiddie County small businesses with 25 employees or less. (National chain and/or nationally franchised locations are not eligible.)
- Businesses must have been established and operational within Dinwiddie County for at least 12 months.
- Businesses and all business owners must possess a valid Dinwiddie County Business License.
- Businesses must demonstrate on the application how their business has been adversely impacted by the COVID-19 crisis.
- If approved, grant funds will be distributed to the business as a reimbursement for qualifying business costs that occur between March 17, 2020 and December 30, 2020. Applicants must submit documentation for expenses they are requesting reimbursement for. Grants will be awarded based on timely, complete applications. Applications will be numbered and tracked as they come in. Preference is given to those firms that have made efforts to retain employees during the pandemic and remain operational (if allowed).
- Total grant funds available for award will not exceed \$200,000.
- Grant amounts vary by size of business, based on number of employed (documented by payroll statements and federal employment records).
 - Business with 1-5 employees: up to \$2,500
 - Business with 6-25 employees: up to \$5,000
 - Major Attraction Businesses: up to \$10,000 (The Board determines a major attraction business as one that primarily draws visitors from primarily outside of Dinwiddie County and does not have an exclusive or near exclusive business of preparing and serving food and/or drink.)

USE OF FUNDS

- Funds must be used for operational capital to assist the business in sustaining operations such as payroll, utilities, inventory, rent, and business mortgage. Grant funds will be provided on a reimbursement basis once the applicant has demonstrated that the expense has been paid. Grantees cannot use the Grant Funds for any expense for which the Grantee has already received federal grant or loan funds, or in any other way inconsistent with the CARES Act

CONTACT US FOR MORE INFORMATION

www.dinwiddieva.us
edgrants@dinwiddieva.us
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Industrial Development Authority of Dinwiddie County Small Business COVID-19 Disaster Grant Fund

The purpose of this program is to assist Dinwiddie County, Virginia, small businesses who have been adversely impacted by the COVID-19 pandemic. Awarded funds will come from Federal CARES Act money. Federal guidance states that CARES Act money may be given for “expenses associated with the provision of economic support in connection with COVID-19 public health emergency, such as: Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.” Even if a stay-at-home order is not in effect, it must be determined that small business assistance is necessary in response to the COVID-19 public health emergency.

Limited funds are available for this grant assistance program and only qualified applicants will receive funds. All applicants must submit certain financial information as provided below and all applications must be deemed complete before the Industrial Development Authority of Dinwiddie County, Virginia (the “IDA”) can fund any grant. The factors for the award are set forth below. The IDA may also request additional information before finalizing its review. All applicants must further certify that the information provided below and submitted with this application is true and accurate. Please note that IDA funds for this program are not guaranteed and the IDA may choose to award as many or as few grants as it chooses, but, in any event, the amount of the program is limited to \$200,000.

The grant is awarded based on the following factors.

1. The application must demonstrate sufficient direct harm to the Grantee resulting from the COVID-19 public health emergency to necessitate for funding under the Federal CARES Act.
2. Have made efforts to retain employees during the COVID-19 outbreak (taking into consideration that legally required closures may have made employee retention easier in some industries than others).
3. Possession of valid Dinwiddie County Business License (or valid explanation of why business is not required to have a Dinwiddie County Business License).
4. Submission of a timely and complete application (including all additionally required documentation). Applications will be tracked and numbered as they are received.
5. If approved, grant funds will be distributed to the business as a reimbursement for qualifying business costs that occurred between March 17, 2020 and December 30, 2020. The Business must provide documentation where the qualifying expense was paid and then the IDA will reimburse the business for the expenses up to the amount of the grant award. Qualifying expenses include payroll, rent, utilities, mortgage payment, supplies, and business expenses during the COVID-19 pandemic. Grantees cannot use the Grant Funds for any expense for which the Grantee has already received federal grant or loan funds, or in any other way inconsistent with the CARES Act.
6. The applicant must clearly demonstrate the financial benefit this grant would have on their business operations, and articulate the impact of the COVID-19 pandemic on their business.
7. Other relevant factors may be considered by the IDA.

Grant amounts vary by size of business, based on number of employed (documented by payroll statements and federal employment records).



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Business with 1-5 employees will be awarded a maximum of \$2,500.
Business with 6-25 employees will be awarded a maximum of \$5,000.
Major Attraction Businesses will be awarded up to \$10,000.



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Description of Business: _____

Ownership Information

Complete this section for each person who has 3% or more ownership interest in the business. Use additional sheets as necessary.

Name: _____

Home Street Address: _____

City: _____ Zip: _____

Home Phone #: _____ Work Phone #: _____

Mobile Phone #: _____ Email Address: _____

Name: _____

Home Street Address: _____

City: _____ Zip: _____

Home Phone #: _____ Work Phone #: _____

Mobile Phone #: _____ Email Address: _____

Name: _____

Home Street Address: _____

City: _____ Zip: _____

Home Phone #: _____ Work Phone #: _____

Mobile Phone #: _____ Email Address: _____



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Applicant Qualification Questionnaire

Program eligibility is limited to those businesses which meet the following qualifications:

- A. Has the business been established and operational in Dinwiddie County for at least the past 12 months?

Yes: _____ No: _____

- B. Does the business hold a valid Dinwiddie County Business License?

Yes: _____ No: _____

*If no, please explain why a business license is not required by law (such instances are very rare): _____

- C. How often do you process and run payroll?

___ Weekly (52x per year)
___ Bi-weekly (26x per year)
___ Semi-monthly (24x per year)
___ Monthly (12x per year)

Additional Questions

- A. Total number of current employees: FT: _____ PT: _____

- B. Total number of employees as of last payroll run: FT: _____ PT: _____

- C. Total number of employees before the COVID-19 Pandemic started:

FT: _____ PT: _____

- D. Total number of employees either laid-off or furloughed as a result of COVID-19:¹

FT: _____ PT: _____

- E. Total number of employees brought back to work that were laid-off or furloughed as a result of COVID-19.

FT: _____ PT: _____



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- F. Have you submitted an application to the U.S. Small Business Administration (SBA) for financial assistance through the Coronavirus (COVID-19) Economic Injury Disaster Loan (EIDL) program or the Payment Protection Program (PPP)?

Yes: _____ No: _____

- G. Did you receive a COVID-19 Small Business grant from the Industrial Development Authority?

Yes: _____ No: _____

Statement Narrative

Describe how business operations have or will be adversely impacted by the COVID-19 pandemic as well as your plans for current and near term operations (during reduced COVID-19 business restrictions) in order to remain operational.

Detail how you plan to use the grant funds to address the direct impacts of the COVID-19 pandemic.



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Each of the applicants must initial the following statements to indicate that they understand and agree to the following conditions and certifications:

_____ This application, even if favorably received, does not constitute a commitment on the part of the IDA to extend grant funds.

_____ I agree to notify the IDA immediately in writing if any of the information contained in this application materially changes in any respect.

_____ I agree to hold harmless and indemnify the IDA, its board members, and associated County employees against any claims, charges, suits, damages or other similar liability and to further waive any claims against the IDA, its board members, and associated County employees whether now existing or arising in the future regarding any damages, losses, liability, costs or expenses (including reasonable attorney fees) incurred and arising from this application.

_____ I certify that (x) this application is not made by or for the financial benefit of any of the following persons or their immediate family members (where immediate family members includes a spouse and any other person who resides in the same household of such person or is a dependent of such person): (i) any IDA board member, (ii) any officer or employee of Dinwiddie County who has the power to or does exercise control or influence over the award of the grant (including the Board of Supervisors), or (iii) any constitutional officer of Dinwiddie County and (y) the award of an IDA COVID-19 grant to the applicant would not violate the Virginia State and Local Government Conflict of Interest Act.

_____ I understand that a false certification or false statement on this application will subject the signatory and applicant to repayment of the grant funds and other penalties under the law.

_____ I certify that attached is a true copy of a business expense request for reimbursement of the applicant in the amount of the qualifying Grant Funds amount or higher.

_____ I certify that I understand that the Grant Funds to be received by the Grantee from the IDA may be CARES Act Funds received from the federal government, and Grantee agrees not use the Grant Funds for any expense for which the Grantee has already received federal grant or loan funds, or in any other way inconsistent with the CARES Act. I further understand that federal guidance states that CARES Act money may be given for "expenses associated with the provision of economic support in connection with COVID-19 public health emergency, such as: Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures." Even if a stay-at-home order is not in effect, it must be determined that small business assistance is necessary in response to the COVID-19 public health emergency.

_____ I certify that any grant funds provided by the IDA will be used by the Grantee for economic support in connection with the direct effects COVID-19 public health emergency in



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accordance with the CARES Act. If grant funds provided to Grantee are later determined by any governmental entity not to qualify under the CARES Act, Grantee agrees to repay such funds.

_____ I certify that my business will follow all applicable federal, state, and local COVID-19 requirements.

I HEREBY CERTIFY AND ACKNOWLEDGE THAT I HAVE READ THIS ENTIRE APPLICATION AS COMPLETED, AND THAT EACH RESPONSE IS TRUE, COMPLETE, AND ACCURATE.

Applicant: _____ (Name of Business)

Authorized Signature

Date

Title