

Small Business Relief Grant Program 2.0 Application

Charlottesville City Council recently allocated \$750,000 in additional funding obtained from the Coronavirus Aid, Relief, and Economic Security Act (CARES) for direct business support. The Office of Economic Development (OED), in conjunction with the Economic Development Authority, is charged with deploying these funds through the Small Business Relief Grant Program. These grant funds are intended to help small businesses that have endured significant business interruption due to the required closures caused by the COVID-19 pandemic.

This is the second round of the Small Business Relief Grant. Businesses that have applied for prior SBRG funding are not eligible for consideration during this second round of funding.

Priority is given to those businesses that are considered retail, restaurant, hospitality, tourism, and service related. A limited amount of grants will be awarded to non-profit organizations, whose primary focus is hospitality, tourism, or supporting economic development/business causes.

All City-based, small businesses are eligible for grants based on the following parameters:

Grants of \$5,000 for businesses/organizations with less than 10 Full Time Equivalent (FTE) employees

Grants of \$10,000 for businesses/organizations with 10 - 50 FTEs

Additional Criteria:

- Current City business license and up-to-date on taxes (real estate, business tangible property tax, BPOL) prior to March 1, 2020. Not applicable to all non-profit organizations.
- Current physical location in the City of Charlottesville (PO Boxes are not acceptable)
- If a franchise business, must be locally owned
- Must be for-profit business or a non-profit organization that is focused on hospitality, tourism, or supporting economic development/business causes.
- Minimum of at least 6 months in business within the City of Charlottesville prior to March 1, 2020
- Must be able to demonstrate a business revenue loss attributable to COVID-19 (through documents such as profit and loss statements, balance sheets, business bank account statements, and/or other financial documents)
- Must open for business as of October 1st, 2020
- Business/Organization must be able to produce required documentation for number of employees, financial loss, and other eligibility requirements
- Must become a registered vendor with the City of Charlottesville
- Must agree to a follow-up with OED staff in six months

Documentation Required of For-Profit Business Applicant:

- Current City of Charlottesville business license
- Completed and signed IRS form W-9

- IRS form 941 or VEC-FC-20/21 (only for business with 10 - 50 employees)
- Monthly gross receipts history for the previous 12 months
- Summary of business (how long in business, services/products offered, hours of operation, track record prior to COVID-19 crisis (attached as a file))
- Explanation of how the business will use the funds (can only be used to cover costs relating to COVID-19 (attached as a file))
- Description of impact of COVID-19 on the business and proposed alterations to existing business model designed to help remain viable (attached as a file)

Documentation Required of Non-Profit Organization Applicant:

- Current City of Charlottesville business license, if applicable
- Completed and signed IRS form W-9
- Description of how the non-profit organization supports tourism, hospitality, and/or economic development/business
- 2019 IRS Form 990, IRS Form 990EZ or IRS Form 990-n
- IRS form 941 or VEC-FC-20/21 (only for business with 10 - 50 employees)
- Monthly gross receipts history for the previous 12 months
- Summary of business (how long in business, services/products offered, hours of operation, track record prior to COVID-19 crisis (attached as a file))
- Explanation of how the business will use the funds (can only be used to cover costs relating to COVID-19 (attached as a file))
- Description of impact of COVID-19 on the business and proposed alterations to existing business model designed to help remain viable (attached as a file)

Use of Funds:

Grant funds can be used for ongoing expenses such as payroll, rent, insurance, or other operating expenses or for adaptive costs such as the purchase of e-commerce equipment/website creation and/or upgrade of an online sales site.

Process:

Applications for the Small Business Relief Grant will be accepted beginning October 19th at 9am and ending on October 23rd at 3pm. At that time, all applications will be reviewed for completeness. All fully completed applications will be deemed qualified and eligible for grant funds. If there are more qualified applications than funds, then preference will be given to industries that have been recognized as being the most impacted by COVID-19 including: hospitality and entertainment, retail trade and employment, restaurant and food services, and administrative support services. This includes, but is not limited to: lodging, transportation, event-based businesses, retail stores, restaurants, personal service establishments such as hair salons and barber shops, office and facility support services, and tourism venues.

Businesses that have already been awarded funds through BRACE or GO Hire Grants in 2020 are still eligible to apply. Qualifying businesses will receive a reduction based on the prior award amount. For

example, if a business with less than 10 employees received a BRACE grant in the amount of \$1,000, it would now receive \$4,000 (instead of the full \$5,000). Businesses that have already applied during the first round of the Small Business Relief Grant are not eligible to apply. For reference, since April 2020, the OED has offered the following grant programs:

- BRACE Grant, Awarded in April, \$2,000 per business
- GO Hire Grant, Awarded in April/May, \$5,000 per business
- SBRG, Awarded July, \$5,000/\$10,000 per business (by size)

Award notifications will begin on November 2nd.

Only fully completed applications will be considered. Please take time to fully complete all required fields of information and upload necessary supporting documentation. If you have questions or need assistance with your application, please contact us at 434-953-0208.

Application will take 10-15 minutes. Please have all information and submission documents available. Unfinished applications are not saved.

***1. Contact Information**

Owner's First Name

Owner's Last Name

Business/Organization Name

Address

City/Town

ZIP/Postal Code

Email Address

Phone Number

***2. How many Full-Time Equivalent employees did your business/organization employ in the first quarter of 2020? (January, February, March)**

Less Than 10

Between 10-50

Over 50 (applications will be ineligible)

***3. What is the average employee hourly wage?**

***4. Was your business/organization required to close or limit in-person patrons as a result of Governor Northam's Executive Order 53?**

Yes, my business was required to close

Yes, my business was required to limit in-person patrons

No

***5. Is your business/organization operating at pre-COVID regular business hours?**

Yes

No

If no, please explain

***6. Has your business/organization received state, local, and/or charitable grants?**

No

Yes, I have received an Office of Economic Development BRACE Grant

Yes, I have received an Office of Economic Development GO Hire COVID Grant

Yes, I have received a Minority Business Alliance Grant

Yes, I have received a Rebuild Virginia Grant

Yes, I have received a 30 Day Fund Grant

If yes, please list all other grant sources

***7. Has your business/organization received federal CARES funding?**

No

Yes, I have received a PPP Loan

Yes, I have received an EIDL Loan

If yes, please list all other CARES funding

***8. What was the percentage of lost revenue after March 12th, 2020? (please note your selection must be supported by required documentation)**

Less than 25% in lost revenue

Between 26% - 50% in lost revenue

Between 51% - 75% in lost revenue

Over 75% in lost revenue

***9. Would you consider the majority business owner as someone who is socially disadvantaged? (According to the Small Business Administration, socially disadvantaged includes race (Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, or Subcontinent Asian Americans). Individuals who are not members of one of the listed designated groups may establish social disadvantaged based on personal experiences of substantial and chronic social disadvantage in American society, not in other countries, which is the result of a distinguishing feature (i.e., race, ethnic origin, gender, physical disability) that has contributed to the social disadvantage.)**

Yes

No

***10. Which race best describes the majority business owner? (Please choose only one.)**

This information is being requested to help the Office of Economic Development assess the equity of our work and our ability to reach and include a diverse business owner population.

American Indian or Alaskan Native

Asian / Pacific Islander

Black or African American

Hispanic

White / Caucasian

Prefer not to answer

Multiple ethnicity / Other (please specify)

11. Is your business a non-profit organization, with either an IRS 501c3 or 501c6 designation?

Yes

No

Page 2: For-Profit Business Questions Only

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For-Profit Business Questions

***12. 2020 City of Charlottesville Business License Information**

Please attach your current City of Charlottesville business license.

***13. W-9 Information**

All businesses will need to submit a completed W-9 form.

Please fill out, ensuring the document is signed under Part II.

14. IRS 941 or VEC-FC-20/21 Information

If you selected 10-50 employees on Question 2, please submit either an IRS 941 or VEC-FC-20/21 for 1Q 2020.

***15. Business Summary Information**

Using less than 500 words, please include information on how long your business has been in operation, a description of products/services, and overview of your business prior to the onset of the COVID-19 pandemic.

***16. If you were awarded the grant, how would you use these funds?**

Using less than 500 words, please include information on how you would use the funds. This grant could be used to cover the costs of products/services your business has already purchased due to COVID-19.

***17. COVID-19 Business Impact Information with Supporting Documentation**

Using less than 500 words, please include information on how your business has been impacted by COVID-19. Include information to demonstrate a business revenue loss (e.g., profit and loss statement, balance sheet, business bank statements, and/or other financial reports).

18. Additional Document Upload

Upload additional documents to illustrate a business revenue loss.

19. Additional Document Upload

Upload additional documents to illustrate a business revenue loss.

***20. Select 'Yes' to move to application submission page**

Page 3: Non-Profit Organization Questions Only

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Non-Profit Organization Questions

***21. Does your non-profit support tourism, hospitality, and/or economic development/business?**

Yes

No

22. If yes, explain how your non-profit supports tourism, hospitality, and/or economic development/business?

***23. As a direct result of COVID, list and describe the impact of event and customer cancellations. Additional documents can be added in the following questions.**

24. 2020 City of Charlottesville Business License Information, if applicable

Please attach your current City of Charlottesville business license.

***25. W-9 Information**

All businesses will need to submit a completed W-9 form.

Please fill out, ensuring the document is signed under Part II.

Choose File No file chosen

26. IRS 941 or VEC-FC-20/21 Information

If you selected 10-50 employees on Question 2, please submit either an IRS 941 or VEC-FC-20/21 for 1Q 2020.

***27. Non-Profit Organization Summary Information**

Using less than 500 words, please include information on how long your business has been in operation, a description of products/services, and overview of your business prior to the onset of the COVID-19 pandemic.

***28. If you were awarded the grant, how would you use these funds?**

Using less than 500 words, please include information on how you would use the funds. This grant could be used to cover the costs of products/services your business has already purchased due to COVID-19.

***29. Upload a copy of your 2019 IRS Form 990, IRS Form 990EZ or IRS Form 990-n**

***30. COVID-19 Business Impact Information with Supporting Documentation**

Using less than 500 words, please include information on how your business has been impacted by COVID-19. Include information to demonstrate a business revenue loss (e.g., profit and loss statement, balance sheet, business bank statements, and/or other financial reports).

31. Additional Document Upload

Upload additional documents to illustrate a business revenue loss.

32. Additional Document Upload

Upload additional documents to illustrate a business revenue loss.

***33. Select 'Yes' to move to application submission page**

Yes

Page 4: Submission Page

Page Logic More Actions

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Submission Page

***34. I have completed and attached the following:**

- Copy of 2020 City of Charlottesville Business License, if applicable
- W-9 Form (completed and signed in Part II)
- IRS 941 or VEC-FC-20/21 (only for businesses with 10 - 50 employees)
- 2019 IRS Form 990, IRS Form 990EZ or IRS Form 990-n (only for non-profit businesses)
- Business Information Summary/Non-Profit Organization Summary

Use of Funds Summary

COVID-19 Business Impact Statement with supporting documents

***35. I understand that I must submit all the documents required for my business to be considered for this grant. Failure to submit all the documents will be considered an incomplete application. Incomplete applications will not be reviewed.**

Yes

No

***36. By selecting below, I understand and confirm that these funds will be used for necessary expenditures incurred due to the public health emergency associated with COVID-19 (for complete US Treasury guidance please visit [HERE](#)).**

Yes

No

***37. By selecting below, I acknowledge the following:**

- I agree my submitted information to be factual and true. I understand I may be asked to produce additional documentation to clarify my submitted answers before a grant decision is made final.
- I understand the information I am providing, with the exception of business name, is proprietary information provided to retain and develop my business which shall be kept confidential by the City of Charlottesville. This information will be exempt from the Freedom of Information Act pursuant to Virginia Code Section 2.2-3705.6.
- I agree that my business name may be published as a result of submitting this application.
- I understand that private business information submitted in this application (other than my business name) will remain confidential.
- I agree to meet with a representative of the OED as a follow-up to the grant in six months.

Submit Application (will be directed to OED homepage)