



## Shenandoah County Small Business Covid-19 Recovery Assistance Grant

### Application

*Shenandoah County Economic Development*  
*Shenandoah County, Virginia*  
*600 North Main Street, Suite 101*  
*Woodstock, Virginia 22664*  
*[jfrench@shenandoahcountyva.us](mailto:jfrench@shenandoahcountyva.us)*  
*(540) 459-1822*

We understand the unprecedented hard times businesses have faced due to Covid-19. To that end, The Shenandoah County Industrial Development Authority (IDA) in partnership with Shenandoah County Economic Development, the towns of Edinburg, Mount Jackson, New Market, Strasburg, Toms Brook and Woodstock and the Shenandoah County Chamber of Commerce and Lord Fairfax Small Business Development Center have created a **Small Business Covid-19 Recovery Assistance Grant**. Funding for this program is provided in part by the Department of Housing & Community Development (DHCD) Community Development Block Grant program.

Qualifying Businesses can apply for up to \$15,000 to include:

- Up to six (6) months in rent or mortgage relief
- Reopening expenses, utility payments, payroll or debt service related to capital expenditures such as business equipment or personal property

\* Receipts or proof of qualified expenses must be provided to receive payment\*.

**\*\*Home Based Businesses must be able to show a percentage of their home used for their business (line 30 on your schedule C for your annual tax return) in order to qualify for reimbursement on rent/mortgage or utility expenses.**

Please note that this grant application is a public document and the names of the businesses awarded may become public once funds are disbursed. Grant recipients will receive their check by mail via the Shenandoah County Industrial Development Authority.

Eligible Expenses:

- Rent/Mortgage Payments from March 12, 2020 – December 1, 2020 (maximum 6 months)\*
- Utility Payments to include electric, gas, water/sewer, internet, cable, phone.
- Loan payments for capital expenditures such as:
  - Business equipment
  - Machinery & tools

- Business personal property.
- Payroll
- Updates to space and technology related to reopening safely including:
  - Technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing or e-commerce
  - Furniture to expand outdoor seating
  - Equipment and supplies to promote health and safety of employees and customers
  - 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
  - Sanitization (cleaning service and/or supplies)
  - Job training, classes and/or technical assistance such as:
    - Pivoting or modifying the business model
    - Training for long term sustainability planning
    - Initial cleaning and disinfection services prior to reopening

**Receipts and/or check copies must be provided for all eligible expenses as proof of payment before funds will be disbursed.**

**Business Eligibility:**

- Must be in good standing with regard to state and local taxes and business licenses
- Must be able to produce recent financial statements such as: Profit & Loss statements, recent balance sheets and/or recent tax returns
- Had fewer than 50 Full Time Equivalent (FTE)\* employees prior to March 12, 2020 or is a newly opened business\*\*
  - \*\*\*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.
- Has been negatively impacted by COVID-19. The business must have suffered business interruption due to COVID-19 required closures as measured by a reduction in gross revenue (Year to Date (YTD) 2020/2019), which may include but is not limited to:
  - Reduced sales or suspended operations
  - Increased costs related to COVID-19 prevention measures
  - Disrupted supply network leading to shortage of critical inventory or materials
- Must be located in Shenandoah County or one of its incorporated town limits.
- Maximum NET revenues for 2019 at or below \$500,000
- Home-based businesses are eligible but must have gross revenues at or above \$30,000 for 2019 and be compliant with all relevant zoning and necessary special use permits.
- Provides local or regional services, including those in the program’s areas of emphasis:
  - tourism related businesses,
  - accommodations\* (i.e. hotel, motel, bed and breakfast),
  - restaurants/food service\*,
  - professional services\* (i.e. legal, design, real estate, plumbing, etc.),
  - cultural & educational services,
  - arts & entertainment
  - recreation,
  - retail\*,

- Tourism-facing nonprofit organizations to include arts, theatres, museums, and thrift stores with a physical location that is open to the public
- health practitioners,
- personal care (i.e. beauty/barbershop, nail salon, dry cleaner, fitness centers and more)
- Agricultural related businesses.

\* Owners with more than one franchise within the County are only eligible to apply once and will only be eligible for one grant regardless of the number of locations within the County.

\*\*New businesses are eligible to apply. Businesses in operation for less than 1 year are eligible for 50% funding or up to \$7,500.

\*\*\*Home-based businesses are eligible to apply for 50% funding or up to \$7,500.

There is no application fee to apply.

Funds will be distributed on a reimbursement basis with **proof of purchase or qualifying expense required**. This may include invoices, cleared checks and/or bank statements. For any future expenses such as utilities or rent extending beyond the date of application, a check will be written upon award for any expenses incurred to date and subsequent checks issued as additional receipts and invoices are submitted to the Shenandoah County IDA for approval.

Grantees will be reported to the U.S. Treasury Department and/or Virginia Department of Housing & Community Development (DHCD), as part of the County of Shenandoah's required report and any other public document as may be required by the Corona Virus Aid Relief, and Economic Security Act ("CARES Act") or Community Development Block Grant (CDBG). 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.

Please email complete applications or any questions to [jfrench@shenandoahcountyva.us](mailto:jfrench@shenandoahcountyva.us).

Completed applications may also be mailed to:

Shenandoah County Tourism & Economic Development  
Attn: Jenna French  
600 North Main Street, Suite 101  
Woodstock, VA 22664

# Business Section

## Business Description

Business Name: \_\_\_\_\_

Business Name as Listed on W-9 (if different than above): \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address (if different from above): \_\_\_\_\_

Business Email: \_\_\_\_\_

Is the business located within town limits: \_\_\_\_ Yes \_\_\_\_ No

If yes, please circle which town:

Strasburg      Toms Brook      Woodstock      Edinburg      Mount Jackson      New Market

Owner Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Organization Type (circle one):

Sole Proprietorship      Partnership      LLC      S Corp      C Corp      B Corp      Non-profit

EIN Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

(If you do not have a DUNS number, you can register for one at the [Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711 to register or search for a DUNS number.)

Number of Full-Time Employees (30+ hrs): Prior to 3/12/20: \_\_\_\_\_ Current: \_\_\_\_\_

Number of Part-Time Employees (less than 30 hrs): Prior to 3/12/20: \_\_\_\_\_ Current: \_\_\_\_\_

2019 Gross Revenue: \_\_\_\_\_ 2020 Gross Revenue to Date: \_\_\_\_\_

2019 Net Revenue: \_\_\_\_\_ 2020 Net Revenue To Date: \_\_\_\_\_

Primary Industry Sector: \_\_\_\_\_

1. My business or non-profit is eligible under the requirements listed above and I understand the grant application process. I would like to continue the application process.

\_\_\_\_ Yes      \_\_\_\_ No

2. Is your business a home-based business? \_\_\_\_ Yes \_\_\_\_ No

3. \_\_\_\_\_ How long has the business been located in Shenandoah County? (please check which describes your business)

\_\_\_\_\_ Less than 1 year \_\_\_\_\_ More than 1 year

4. Describe your business:

5. Describe your products/services:

6. How has your business been affected by the impact of COVID-19 and why do you need this grant? (sales are down by a certain percent, required closure for a certain number of weeks, etc.)

7. Describe your plan to reopen your business or non-profit? (When did you or do you intend to reopen? What measures are necessary for you to reopen safely? How have you adapted your business practices during this time?)

8. Please include a breakdown of typical monthly expenses (payroll, inventory, rent, utilities, debt service, etc.):

9. Please provide a breakdown of your actual monthly revenues using the chart below (put N/A if your business was not in operation at that time):

	January	February	March	April	May	June
2019						
2020						

10. Have you received any other local, state or federal grants or loans (PPP, EIDL, Shenandoah County Industrial Development Authority, Community Foundation, Virginia 30 Day Fund, Staunton Creative Community Fund, FSA Funds, etc.). If yes, please list which programs and how much funding was received for each.

11. Other information you would like the review committee to know about your business:

12. Each business must have a completed, signed, W-9 in order to submit the application Please upload or provide a completed W-9 for your business or non-profit. This is a requirement for the disbursement of funds. **Incomplete applications will not be considered.** Blank W-9 forms are available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and instructions can be found at <https://www.irs.gov/instructions/iw9>  
Electronic applications should provide a PDF copy of their signed W-9. Please save with your business name followed by W9. For example, (Bob’sShopW9.pdf)

# Grant Request Information

Grant Amount Requested:

How will you use the grant proceeds?

(please provide a budget breakdown of rent/mortgage and reopening expenses)

- I. Total amount being requested: \_\_\_\_\_
- II. Total Rent/Mortgage Reimbursement sought (maximum 6 months): \_\_\_\_\_
  - a. Monthly Rent/Mortgage: \_\_\_\_\_
  - b. Include a copy of your most recent lease agreement or mortgage statement and proof of payments\*
- III. Total additional expenses you are seeking reimbursement towards (utilities, payroll, supplies, equipment loans, etc. See pages 1 and 2 for eligible expenses): \_\_\_\_\_
  - a. Please provide a list of eligible expenses other than rent/mortgage below. Attach another page if necessary.
  - b. Include a copy of receipts and/or proof of payment associated with all listed expenses\*.

\*Documentation is required for reimbursement of any eligible expenses.

**Please check the boxes below certifying that you meet the requirements of this application.**

By checking this box I certify that I am not using this grant money for the same expenses and same time period for EIDL and PPP expenses or FSA Grants.

By checking this box I certify that if I receive reimbursement for the expenses requested here from other sources such as sources such Federal such as PPP, EIDL or FSA, I agree to repay the IDA for those expenses duplicated by this grant.

## Certification Statement and Agreement

I certify that the information above is correct to the best of my knowledge.

**Notice:** *The Authority is dedicated to maintaining the confidentiality of all private information including proprietary business data, business plans, and tax ID numbers. As an organization receiving financial support from state and federal agencies, we may be required to document and share your information with public and non-profits agencies as a condition of program funding. Such information will be treated as confidential by all parties and shared only to the extent required for compliance with any program that the Authority participates in, FOIA, subpoena, court action or other legal requirements.*

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Name of Business

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Name of Applicant

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Signature of Applicant

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Date

## Documentation Check List

In addition to this application, please submit the following as part of your loan application:

### Additional Documentation:

- Copy of your Town Business License (if located within town limits)
- IRS form W-9 for the business/corporation (must be signed)
- Copy of full business federal tax returns (2 Years preferred including 2019)
- Income statement and balance sheet (most recent)
- Copy of any bankruptcy discharge order during the past 7 years (if applicable)
- Copy of driver's license or other form of identification
- Copies of invoices and proof of payment for all eligible expenses for which you are seeking reimbursement