



COVID Business/Non-Profit Grant Program

Program Description

Frederick County's COVID-19 Business/Non-Profit Grant Program is designed to provide immediate financial assistance to Frederick County's small businesses and non-profits impacted by the COVID-19 pandemic. The grant program will provide grants of \$5,000, \$7,500, or \$10,000 to businesses with annual gross revenues of least \$30,000 but less than \$3 million. Grant recipients will be chosen by a random drawing of all eligible and certified applications if total applicant requests exceeds funding available. Businesses may use grants to be reimbursed for only expenses directly related to the immediate impacts of COVID-19. Receipts or proof of qualified expenses must be provided to receive payment.

Applications may be found on the Economic Development Authority (www.yesfrederickva.com) website. Applicants should upload their completed application on the YesFrederickVA.com website, under the COVID-19 Resources tab (www.YesFrederickVA.com/CovidGrants). Applications will be accepted from 8 am on Friday, October 23, 2020, through 5 pm on Friday, October 30, 2020.

Applicants can also mail their completed application to Frederick County EDA, 45 East Boscawen Street, Winchester, VA 22601. Any mailed applications must be postmarked by Friday, October 30, 2020.

Incomplete applications will impact your business' eligibility to receive grant funds.

Any questions can be sent to covidgrants@yesfrederickva.com.

Eligible expenses (March 12, 2020 – September 8, 2020) could include:

- Rent/Mortgage payments
- Utility payments to include electric, gas, water/sewer, internet, cable, phone
- Loan payments for capital expenditures such as business equipment, machinery & tools, and 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

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- 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 or 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 cancelled check copies, if applicable, must be provided for all eligible expenses as proof of payment before funds will be disbursed.

The grant program was initially funded with \$1,000,000 budgeted from the County's Coronavirus Relief Funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Eligibility Conditions

Applicant must be one of the following

- For profit – corporation (C-corp or S-corp), LLC, sole proprietor – including home based business
- Non-profit organizations (501(c)(3), 501(c)(7) or 501(c)(19))
 - must have IRS Form 990 from 2018 or 2019

And must meet all the following conditions

- Must certify that any reimbursement requests will go toward other expenses not already covered from any other Federal or State funding received, which includes, but not limited to CARES Act (i.e. PPP or EIDL).
- Have gross revenue of at least \$30,000 but no more than \$3.0M for the 2019 calendar year. For franchises and other businesses with multiple locations, revenues from all locations (within and outside of Frederick County) will be aggregated and the entity is eligible for only one grant, regardless of the number of locations in Frederick County.
- Operated in Frederick County since March 1, 2019.
- Must be in good standing regarding local taxes and business licenses.
- Must have one or more physical locations in Frederick County, including the principal place of business, or be a non-profit located outside Frederick County that can document level of service provided to Frederick County, Virginia, residents.
- Must be in good standing as shown on the records of Virginia State Corporation Commission.
- Must have experienced at least a 25% decline in gross revenues in 2020 over a 3-month period of time when compared to the same 3-month time period in 2019. The specific 3-month period can be chosen by the applicant, but the 2020 period

cannot be earlier than March 2020. The decline must be a result of to the COVID-19 pandemic and must document this gross revenue decline in the financial statement.

- Provide documentation for the proposed use of grant funds. Qualifying expenditures include payments of rent, mortgage, payroll, utilities, and other operational business expenditures deemed applicable under the CARES act program relating to COVID-19.

Grant Amount

Grant amounts will be awarded to eligible businesses on a sliding scale, based on Annual Gross Revenues from 2019:

- 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 of \$200,000 to \$3 million are eligible for a grant in the amount of \$10,000.

Grant recipients will be chosen by a random drawing of all eligible and certified applications if total applicant requests exceeds funding. Non-County non-profit awards will be awarded based on percent of Frederick County residents served and 2019 annual revenues.

Required Documents

- Completed and signed application form
- A copy of 2019 tax return showing gross annual revenues:
 - **Sole Proprietorship/LLC** Form 1040 or 1040-SR Schedule C, Profit or Loss from business
 - **Farming** Form 1040 or 1040-SR Schedule F, Profit or Loss from Farming
 - **Partnership** Form 1065, U.S. Return of Partnership Income (**Page 1 Only**)
 - **Corporation** Form 1120, U.S. Corporation Income Tax Return (**Page 1 Only**)
 - S Corporation Form 1120-S, U.S. Income Tax Return for an S Corporation (**Page 1 Only**)
 - IRS Form 990 (non-profits)
(Note, if yet to file 2019 tax returns then year-end financials from an accountant are required)
- IRS form W-9 for the business/corporation (must be signed)
- Frederick County Business License, if applicable, issued prior to March 12, 2019.
- IRS Form 501(c)(3) Exemption Letter (non-profits)

Businesses Not Eligible

- Businesses engaged in speculation or investment in rental real estate
- Businesses identified as ineligible businesses under SBA guidelines

Terms and Conditions

Applications will be accepted from 8 am Friday, October 23, 2020, through 5 pm on Friday, October 30, 2020. Any mailed applications must be postmarked by Friday, October 30, 2020. Grant recipients will be chosen by a random drawing of all eligible and certified applications on or around Friday, November 20, 2020, if total applicant requests exceeds funding available. All applications and materials submitted will be public records and subject to the Freedom of Information Act (FOIA). Documents identified as proprietary (i.e. financial) may be exempt under FOIA (Va. Code Sec. 2.2-3705.6(2)). Application for the grant constitutes an unconditional agreement to and acceptance of the Terms and Conditions. The Applicant is responsible for ensuring his or her familiarity with the Terms and Conditions.

- By submitting an application, the Applicant certifies that it is not under any agreement or restriction that prohibits or restricts its ability to disclose or submit the materials included in the application or otherwise to apply for a grant.
- Applicants acknowledge and agree that if awarded a grant, the name of company and grant amount can be used by the County or the EDA in the promotion of the grant program and will be displayed on a public webpage(s) listing businesses awarded.
- Applicants certify that all answers submitted in the application are true and accurate and that funds will be expended to cover costs the business incurred as a result of restrictions on operations due to COVID-19.
- Should the business move outside of Frederick County within one year of receiving grant funds, it may be required to return the full amount of the grant award.
- In consideration of the time, expertise and other resources provided by the County and the EDA, the Applicant, to the full extent permitted by law, by submitting an application voluntarily releases the EDA and the County of Frederick and their respective officers, directors, employees, attorneys and agents from any and all claims, actions, damages, costs or liabilities of any kind relating to or arising from or in connection with the selection and awarding of grant funds and shall hold the County and the EDA and their respective officers, directors, employees, attorneys and agents harmless from any claim arising from the applicant's misuse of the grant funds.

Application Process

- Applications may be found on the Economic Development Authority (www.yesfrederickva.com) website. Applicants should upload their completed application on the YesFrederickVA.com website, under the COVID-19 Resources tab (YesFrederickVA.com/CovidGrants).

- Applications will be accepted from 8 am on Friday, October 23, 2020, through 5 pm on Friday, October 30, 2020.
- Applicants can also mail their completed application to Frederick County EDA, 45 East Boscawen Street, Winchester, VA 22601 and must be postmarked by Tuesday, Friday, October 30, 2020.
- Incomplete applications will impact your business' eligibility to receive grant funds.
- Applications will be reviewed for eligibility and completeness by a designated review panel comprised of a diverse group of employees from the Frederick County EDA, Frederick County, and the Lord Fairfax Small Business Development Center.
- Grant awards will be chosen through a random, witnessed selection process on or around Friday, November 20, 2020, if total applicant requests exceeds funding available.
- On or around Friday, November 20, 2020, all grant applicants will be notified by email from Frederick County EDA as to whether they are receiving a grant award.
- Grant applicants will be required to agree to the terms and conditions when submitting the application.

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