

Franklin County Business Recovery Grant
Businesses with Employees
September 8, 2020

IMPORTANT INFORMATION
PLEASE READ BEFORE FILLING OUT APPLICATION

Small Business Recovery Grant Overview

Franklin County has established a **second** \$500,000 grant fund to support small business recovery following the COVID-19 outbreak. One-time grants of up to \$10,000 are being provided to offset business impacts during the pandemic. The grant program will be administered by the Industrial Development Authority with assistance from Franklin County.

Applications will be accepted beginning September 8, 2020 for those businesses that have not received a grant from Franklin County.

Funding Source

The U.S. Treasury guidance allows states to use Coronavirus Relief Fund (CRF) dollars for expenditures related to a locality's COVID emergency including those "related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closure." The Commonwealth of Virginia has elected to disperse a portion of its allocation to local governments where Franklin County will utilize a portion of such funding to help preserve small business in Franklin County by providing grants to eligible businesses.

Eligible Grant Use

Grant funds must be expended in compliance with state and federal law. Funds may be used to reimburse the cost of business interruption due to full or partial (limited space, limited service, limited hours, limited staff, etc.) closure during the COVID-19 public health emergency. Such closure may have been mandated by executive order, or voluntary (for example, to promote social distancing, or in response to decreased customer demand), but must have been in response to the COVID-19 health emergency. Eligible uses of the grant funds include, but are not limited to the following:

- Operations (i.e., payroll, rent, supplies, utilities, 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
- Rent or mortgage expenses
- Deep cleaning services, PPE, protective barriers, etc.
- Other critical operating expenses

How to Apply:

Electronic applications are being accepted beginning September 8, 2020 and will be available on the Franklin County Website. Only businesses that did not receive a prior small business recovery grant from Franklin County are eligible to apply. Applications will be accepted through October 9, 2020.

Eligibility Criteria

Franklin County businesses meeting all of the following eligibility criteria are encouraged to apply:

- A business must demonstrate that they were operational pre-COVID-19 (March 1, 2020) and are realizing a direct negative impact from COVID.
- Must be an existing for-profit business located in Franklin County or one of the incorporated Towns within the County.
- Must be current on all fees, permits and taxes as of March 1, 2020.
- Must have been in business for a minimum of one (1) year prior to March 1, 2020.
- Must have at least one (1) employee (excluding owner).
- Must demonstrate impacts due to COVID-19 (revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption).

Grant Guidelines

1. Completion of grant application outlining the use of funds.
2. Maximum amount of grant ranges from \$2,500 - \$10,000.
3. One (1) grant per Federal Employer Identification Number (FEIN).
4. Funds are available on a first-come, first-serve basis

Grant award levels are based upon employment, the availability of funds and number of applications received. Grant awards are based on pre-COVID full time equivalent (FTE) employment level as follows:

Number of Employees	Maximum Grant Award
1 - 5 employees	\$2,500
6 – 10 employees	\$5,000
11 – 25 employees	\$7,500
26+ employees	\$10,000

A business can receive a grant amount up to the maximum amount shown above or the amount of their demonstrated loss due to COVID-19, whichever is less.

Full time equivalent (FTE) is computed by taking the average number of hours paid each week for each employee, dividing that by 40 and rounding to the nearest 10th. The maximum number of hours per employee to be used in this calculation is 40 per week or 1.0 FTE. Calendar year 2019 may be used as the measurement period.

The following businesses are not eligible:

- Businesses not currently in operation
- Seasonal businesses, which only operate part of the year
- Nonprofit businesses
- Franchise businesses, except those franchises which are locally owned and operated
- Businesses that are permanently closed or engaged in illegal activities

Use of funds restrictions: Funds cannot be used to pay taxes, fees or any other payments due to the County. Successful grantees will be required to execute a performance contract stipulating that funds will be used for an eligible purpose prior to December 15, 2020 or return the grant funds. An IRS Form W-9, Request for Taxpayer Identification Number, will need to be submitted with the executed performance contract.

BUSINESSES WITH EMPLOYEES - APPLICATION



Franklin County Department of Economic Development

1255 Franklin Street, Suite 112

Rocky Mount, VA 24151 Phone: 540-483-3030

Franklin County Small Business Recovery Grant

Franklin County has established a second \$500,000 grant fund to support small business recovery following the COVID-19 outbreak; grant funds will be used to reimburse the costs of business interruption caused by required closures. One-time grants of up to \$10,000 are being provided to eligible businesses on a first-come, first-served basis and subject to availability of funds. Applications will be accepted beginning September 8, 2020 and no later than October 9, 2020. An applicant must substantiate that the business experienced interruption due to full or partial (limited space, limited service, limited hours, limited staff, etc.) closure during the COVID-19 public health emergency. Such closure may have been mandated by executive order, or voluntary (for example, to promote social distancing, or in response to decreased customer demand), but must have been in response to the COVID-19 health emergency. Funds can be used to pay for eligible expenses going forward or to reimburse the business for eligible expenses incurred since March 1, 2020. Eligible uses of the grant funds include, but are not limited to the following:

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

Please note! Successful grantees will be required to execute a performance contract stipulating that funds will be used for an eligible purpose prior to December 15, 2020 or return the grant funds. An IRS Form W-9, Request for Taxpayer Identification Number, will need to be submitted with the executed performance contract.

Business is physically located in: Franklin County Town of Rocky Mount Town of Boones Mill

I certify that my business:

- Is a for-profit enterprise located in Franklin County with fewer than 500 employees
- Suffered negative impacts from closure (mandated or voluntary, full or partial) in response to the COVID-19 public health emergency.
- Was operational for at least one year prior to March 1, 2020
- Had at least one full-time equivalent (FTE) employee (excluding owner) prior to March 1, 2020
- Is current on all fees, taxes and permits as of March 1, 2020

Ineligible businesses: businesses that are permanently closed, engaged in illegal activities, non-profit and seasonal businesses, franchises except those that are locally owned and operated.

Eligibility

Contact Information

Date of Application

Requested Grant Amount

Full-time equivalent (FTE) employees (excluding owner)*	Maximum Grant Amount Available
1-5 FTEs	\$2,500
6-10 FTEs	\$5,000
11-25 FTEs	\$7,500
26+ FTEs	\$10,000

*See Overview document for how to compute FTEs.

Business Name

Physical Business Address City State Zip

Mailing Address (if different) City State Zip

Primary Business Contact Name and Title

Contact Phone Contact Email Address

Website address (if any)

Primary business type: (select one)

- Agriculture
- Arts, Entertainment, Recreation
- Child Care, Education, Instruction
- Construction, Engineering, Design Services
- Distribution, Logistics, Warehousing
- Finance, Insurance, Real Estate
- Health, Human and Medical Services
- Hotel and Accommodations
- Information Technology, Broadcasting, Publishing
- Manufacturing
- Personal Services (barber shop, hair/nail salon, fitness, dry cleaner, etc.)
- Private Household Services
- Professional, Technical, Business Services
- Repair and Maintenance Services
- Restaurant, Food Services
- Retail—please specify _____
- Transportation
- Other _____

Is your business home based? Yes No

Entity Type:

- Sole Proprietor
- Franchise
- Partnership
- LLC
- Corporation
- Other _____

What year was your business established in Franklin County? _____

Have you received an EIDL or PPP loan? Yes No

If yes, what was the loan amount? _____

of full-time employees in Franklin County as of: 2/29/2020 _____ 6/30/2020 _____

of part-time employees in Franklin County as of: 2/29/2020 _____ 6/30/2020 _____

If fewer employees in Franklin County as of 6/30/2020, was this due to

- Layoffs # of employees _____ timeframe _____
- Temporary furlough # of employees _____ timeframe _____

Why did the business close (fully or partially) during the COVID-19 health emergency?
(check all that apply)

- State mandate
- Not enough customer demand
- Supply chain disruption
- Workforce availability
- Health and safety concerns
- Other _____

What is the current status of the business? (check all that apply)

- Open with normal operations
- Open with limited operations (e.g., fewer employees, reduced hours/shifts, etc.)
- Operating online
- Delivery/take out only
- Closed temporarily
- Other _____

Is the primary location of the business owned or rented?

- Own outright
- Own with mortgage: monthly mortgage amount _____
- Rent: monthly rent amount _____

GRANT NARRATIVE

Attach additional pages if needed.

Describe how COVID-19 has affected your business, including impacts on workforce, revenue and profits, space modifications, etc. Please provide dollar or percentage estimates.

Describe proposed uses of grant funds and estimated cost of each (e.g., payroll, rent, etc.)

Applicant Signature and Certification

The Applicant covenants to save, defend, hold harmless and indemnify the County, and all of its officers, departments, agencies, agents and employees (Collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application.

The Applicant provides a waiver of confidential information provided to the Commissioner of the Revenue and Treasurer of Franklin County and authorizes the internal use of this information for the grant analysis. The Applicant acknowledges that the County will keep all proprietary information voluntarily provided by the Applicant confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations pertaining to the disclosure of records in its possession, and acknowledges that all grant award decisions are final and are not subject to appeal.

I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

Contact Name and Title

Date and Time of Submission

For Internal Use Only

Approved Amount _____

Reason for Denial _____