City of Roanoke Small Business Recovery
Grant Guidelines

The City of Roanoke has established a $1 million Grant Fund to support small business recovery following the COVID-19 pandemic. One-time grants of up to $12,000 are being provided to offset business impacts during the pandemic for businesses not receiving EIDL or PPP. The grant program will be administered by the City of Roanoke Department of Economic Development.

Applications will be accepted until September 30, 2020.

FUNDING SOURCE

The CARES Act established the $150 billion Coronavirus Relief Fund.

Treasury has made payments from the Fund to States and eligible units of local government; the District of Columbia and U.S. Territories (the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments (collectively “governments”).

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The City of Roanoke has elected to use part of the City of Roanoke allocation to help preserve small business in Roanoke by providing grants to eligible businesses.
City of Roanoke Small Business Recovery Grant Guidelines

ELIGIBLE GRANT USES

Grant funds must be expended in compliance with state and federal law. Funds may be used to reimburse the cost of business interruption caused by required closures and do not cover expenses included in PPP or EIDL funding you may have already received. Expenses may include:

- Operations (i.e., payroll, rent, supplies, utilities, working capital, insurance, or other)
- Pivot to respond to new market conditions (the development or expansion of online sales/e-commerce, delivery or take out; development of new product lines, or other)
- Equipment and inventory purchases
- Rent or mortgage expenses
- Deep cleaning services, purchase of PPE, installation of protective barriers, or other
- Additional critical operating expenses

How to Apply:

Electronic applications are being accepted beginning August XX, 2020 and will be available on the City of Roanoke Department of Economic Development Website at www.bizroanoke.com.

For More Information:
Email econdevl@roanokeva.gov or call 540-853-2715.

ELIGIBILITY CRITERIA

Roanoke City 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 the City of Roanoke
- Must have been in business as of January 1, 2020
- Must have at least one (1) employee (including owner)
- Must possess a valid City of Roanoke business license and certification by the Virginia State Corporation Commission
- Must demonstrate impacts due to COVID-19, (revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption or other)
• Must demonstrate a sustainability plan for maintaining the business(es) in the City of Roanoke

**GRANT GUIDELINES**

1. Completion of Grant Application outlining the use of funds

2. Maximum amount of grant ranges from $1,250 up to $12,000

3. One (1) grant per business establishment

4. Funds are available on a first-come, first-served basis and businesses not utilizing PPP/EIDL and SWaM businesses receive priority funding

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

- 1-3 employees $1,250
- 4-20 employees $7,500
- 20+ employees up to $12,000

The following businesses are not eligible:

- Businesses not currently in operation
- Banks and financial services
- Seasonal businesses, which only operate part of the year
- Franchise businesses, except those franchises which are locally owned and operated
- Businesses permanently closed or engaged in illegal activities
- Non-profit organizations

*Use of funds restrictions: Funds cannot be used to pay taxes, fees or any other payments due to the City of Roanoke.*

**How to Apply:**

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**For More Information:**
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City of Roanoke Department of Economic Development
117 Church Avenue, SW
Roanoke, VA 24011
econdevl@roanokeva.gov
540-853-2715

City of Roanoke Small Business Recovery Grant Application

(Note: This application is used by the City of Roanoke to determine eligibility for the City’s CARES Act/COVID-19 small business grant. Please consult the accompanying COR Grant guidelines for additional information.)

Contact Information

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<th>Business Name (above)</th>
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<table>
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<tr>
<th>Physical Business Address  City, State, Zip</th>
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<th>Mailing Address (if different) City, State, Zip</th>
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<th>Primary Business Contact Name and Title</th>
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<th>Contact Phone Number</th>
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<th>Contact Email Address</th>
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<th>Website address (if available)</th>
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**Full-time equivalent (FTE) employees on February 29, 2020 (including owner)** - *FTE defined as employees that work at least 30 hours/week or 130 hours/month are counted as one full-time employee*

<table>
<thead>
<tr>
<th>FTE</th>
<th>Maximum Grant Amount Available</th>
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<tbody>
<tr>
<td>1-3 FTEs</td>
<td>$1,250</td>
</tr>
<tr>
<td>4 – 20 FTEs</td>
<td>$7,500</td>
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<tr>
<td>Over 20 FTEs</td>
<td>$12,000</td>
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<tr>
<td>Requested Grant Amount</td>
<td>______________________________</td>
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**Business Function**

**Primary business type:** (select one)

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

**Business Function - Continued**

Is your business home based? ___ YES  ___ NO

Entity Type:
___ Sole Proprietor  ___ LLC  ___ Franchise  ___ Partnership  ___ Corporation  ___ Other

What year was your business established in the City of Roanoke? _____________

Have you received an EIDL or PPP loan? ___ Yes  ___ No

If yes, what was the loan amount? ________________

(Note: Preference will be given to certified SWaM businesses and to organizations that have not previously accepted funding from PPP, EIDL or other related federal programs)

**Business Operations**

<table>
<thead>
<tr>
<th># of full-time employees in the City of Roanoke as of: 2/29/2020</th>
<th>8/2020</th>
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<tbody>
<tr>
<td># of part-time employees in the City of Roanoke as of: 2/29/2020</td>
<td>8/2020</td>
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If fewer employees in the City of Roanoke as of 8/2020, was this due to

___ Layoffs  # of employees _____ timeframe ________

___ Temporary furlough # of employees _____ timeframe ________

Why did the demand for the business slow (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.)

Business Operations - Continued

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 ______________

Does the business have any capital reserves or available credit? ___Yes ___No
If yes, how many months can reserves or credit cover business operations? ____________

GRANT NARRATIVE - Attach additional pages if needed.

Describe business operations and financial well-being prior to COVID-19

Describe how COVID-19 has affected your business, including impacts on workforce, revenue and profits, space modifications, etc.

Describe uses of grant funds and estimated cost of each (e.g., payroll, rent, other)
Describe how grant funds will help the business sustain operations in the City of Roanoke:

What would you need for your business to resume full operations? (check all that apply)

___ State authorization to re-open
___ Rehiring employees
___ Creating new marketing campaign
___ Working capital
___ Revising business plan to new circumstances
___ Opening of adjacent businesses
___ Resumption of essential supply chain
___ Relaxing of social distance guidelines since successful operation necessitates crowds

Other ____________________________________________

Final Application Check List

Please include these attachments with your application:

___ Copy of your City of Roanoke 2020 Business License

___ IRS Form W-9 Request for Taxpayer Identification Number and Certification

___ Signed and completed Application

Eligibility

Ineligible businesses: businesses that are permanently closed, engaged in illegal activities, banking and financial services, seasonal businesses, franchises except those that are locally owned and operated.

I certify that my business:

___ Is a for-profit enterprise located in the City of Roanoke with fewer than 500 employees
___ Is a non-profit enterprise located in the City of Roanoke 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 as of January 1, 2020
__Had at least one full-time equivalent (FTE) employee (including owner) prior to March 1, 2020
__Is current on all fees, taxes and permits with the City of Roanoke

Applicant Signature and Certification

The Applicant covenants to save, defend, hold harmless and indemnify the City of Roanoke, and all of its officers, departments, agencies, agents and employees (Collectively the “City”) 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 City of Roanoke, and authorizes the internal use of this information for the grant analysis. The Applicant acknowledges that the City of Roanoke 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 ______________

For Internal Use Only

Approved Amount ____________________
Reason for Denial ____________________________________________