# APPLICATION FORM

Thank you for your interest in the Waynesboro RENAISSNCE FUND TWO for small business. The RENAISSANCE FUND TWO is a competitive grant of up to $25,000 for Waynesboro businesses impacted by business closures due to COVID-19. The program is available to for profit Waynesboro based businesses with fewer than 20 FTE employees, please see complete list of eligibility requirements below.

The U.S. Treasury guidance allows states to use Coronavirus Relief Fund (CRF) dollars for expenditures “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. The Waynesboro City Council has elected to use part of the City’s allocation to help preserve small business in Waynesboro by providing grants to eligible businesses.

Please review the complete list of eligibility requirements and allowable uses of the grant funds below. Applications are due no later than September 21, 2020 at 9 am. Completed applications and questions can be emailed to staff@WaynesboroBusiness.com.

## Eligibility Checklist

Please verify that you are eligible to receive these grant funds by reviewing these eligibility criteria.

[ ]  Have suffered a qualified business interruption due to COVID-19

[ ]  Has a physical location within the corporate limits of Waynesboro

[ ]  Are a for profit business

[ ]  Taxes and fees to City of Waynesboro current

[ ]  Locally owned and operated

[ ]  Had between one and 20 (Full Time Equivalent\*) W2 employees as of March 13, 2020 -- Sole proprietors who pay themselves with a draw as opposed to a salary will count as an employee, however will not be eligible for a payroll grant

[ ]  You are eligible to apply if you received PPP, EIDL, Virginia Rebuild, or other Federal CARES funding, however you must demonstrate that the Renaissance Fund grant is used for different purposes that the other Federal CARES grants

[ ]  Did **not** receive compensation from an insurance company for the covered business interruption due to COVID-19 or received less than $25,000 in insurance compensation

[ ]  Your business is **not** a subsidiary of an organization with more than 50 employees, is not part of a larger enterprise with more than 50 employees and is not owned by a business or organization with more than 50 employees

[ ]  Your business is **not** an Independent contractor operating multilevel or network marketing businesses (such as Avon, Mary Kay, 5LINX, Pampered Chef, etc.)

[ ]  Your business is **not** an Independent contractor working on gig platforms (such as Airbnb, Fiverr, Uber, Lyft, Instacart, etc.).

[ ]  Your business is **not** engaged in speculation or investment in rental real estate

[ ]  Your business is **not** determined to be an [ineligible business](https://www.sba.gov/partners/lenders/7a-loan-program/terms-conditions-eligibility#section-header-19) under SBA guidelines

## Application Process

* Applications are due no later than 9 am, Monday September 21, 2020
* Only electronically submitted applications will be accepted
* Applications should be emailed to staff@WaynesboroBusiness.com
* Applications should be signed. If you do not have the technology to physically sign the document, type your name in the signature block and we will make arrangements for you to sign the completed document
* Incomplete applications will be rejected
* Should the application pool be larger than the grant funds available, the Waynesboro Economic Development Authority Loan Committee will score applications based on the severity of impact that COVID-19 has had on your business
* Grantees will be notified of grant awards no later than September 30, 2020
* Grantees will be required to furnish additional information, as applicable, including, but not necessarily limited to a W9, IRS form 941, receipts for eligible expenses, federal grant detail form, and certify that the funds will be used as described in the application prior to funds being disbursed
* In lieu of a notary, business owners will be required to furnish a copy of their driver’s license
* Disbursement checks will be mailed as soon as practical after additional information is received and verified
* Grantees will be reported to the U.S. Treasury department as part of the City of Waynesboro required report and any other public document as may be required by the CARES Act. 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.

## Section 1 – Basic Business Information

Business Trade name, address:

Full legal name of business if different:

Owner Name:       Phone:       E-mail:

Mailing address if different:

Communication preference

FEIN number:

Waynesboro Business License number:

Is your business located within the City limits of Waynesboro? [ ]  Yes [ ]  No

Is the provided business address a physical location that receives customers? [ ]  Yes [ ]  No

Are your City of Waynesboro taxes and fees current? [ ]  Yes [ ]  No

Is your business locally owned and operated? [ ]  Yes [ ]  No

Is your business SWAM certified? [ ]  Yes [ ]  No

If no, are you SWAM eligible? [ ]  Yes [ ]  No

When was your business established?

How long have you been the owner?

How is your business organized?

What is your primary industry sector?

If other, detail:

If your business is in leased space, on what date does the current lease expire?

What is the gross square footage of your location?

## Section 2 – Business Eligibility

How many W2 employees do you currently have?

Full time:       Part time (30 hours per week or less)

How many W2 employees did you have on March 1, 2020?

Full time:       Part time (30 hours per week or less)

If you have not done so already, what are your plans for hiring or recalling employees from furlough?

How was your business impacted by COVID-19?

How did you adapt your business practice during the state of emergency/stay at home order?

Is your business open now? [ ]  Yes [ ]  No

If no, what are your plans for reopening?

What was your YTD January – May Gross Revenue in 2019?

What is your YTD January – May Gross Revenue in 2020?

If your business was not active on January 1, 2019, please provide details on your first year of operation

Is your business currently in bankruptcy proceedings? [ ]  Yes [ ]  No

Did you receive Economic Injury Disaster Loan (EIDL) grant or loan? [ ]  Yes [ ]  No

If yes, complete the Federal Grant Detail Form at the end of this application

Did you receive a Paycheck Protection Program (PPP) grant or loan? [ ]  Yes [ ]  No

If yes, complete the Federal Grant Detail Form at the end of this application

Have you been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant? [ ]  Yes [ ]  No

If yes, complete the Federal Grant Detail Form at the end of this application

Have you received compensation from an insurance company for the covered interruption due to COVID-19?

 [ ]  Yes [ ]  No

If yes, please describe including dollar amount:

Have you received any other local grants or loans (EDA, SCCF, CFCBR)? [ ]  Yes [ ]  No

## Section 3 – Use of Funds

Renaissance Funds must be used to reimburse the costs of business interruption caused by required closure and/or costs related to reopen. Acceptable uses of grant funds include:

* Personal Protective Equipment (PPE)
* Other equipment and supplies to promote health and safety
* Technology to facilitate e-commerce and or virtual business operations
* 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
* Initial cleaning and disinfection services prior to reopening
* Inventory – must be related to COVID closure
* Equipment – must be related to COVID closure
* Rent or mortgage costs
* Utilities (Gas, Electric, Communication, City Water bill is not eligible)
* Payroll costs for months of April, May, June, and July subject to VEC verification; PPP recipient for payroll not eligible
* Principal and interest payments for March, April, May, June, and July on business loans received prior to COVID – PPP, EIDL, or other Federal CARES loans do not apply
* Funds must be expended in compliance with state and federal law
1. Please provide a line item list including dollar amount of how you will use the grant if awarded.

|  |  |
| --- | --- |
| Use | Amount |
| Example: May Rent | $500.00 |
| Example: 2Q payroll for 3 employees | $3,000 |
| Example: 3Q payroll (July only) for 3 employees | $1,000 |
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| **TOTAL:** | $0.00 |

If claiming payroll, list quarters separately, show number of employees and total. Total must be equal to or less than total on IRS form 941. See example above.

## Attachments

1. Federal Grant Detail form – if you received a PPP, EIDL, or other Federal or State CARES grant. Items listed in section 3.1 must be different than those listed on the Federal Grant Detail Form
2. 2Q IRS form 941 - - if you are claiming payroll expenses in section 3.1. Forward 3Q form 941 when completed – reimbursement for July payroll will be made after receipt. If you received PPP loan/grant and used it for payroll, you cannot claim payroll expenses in this grant

I certify that I am the owner or authorized agent of the above business and that the information included in this application is accurate. Further, that if awarded grant funds, that they will be used as described and in accordance with the CARES Act, and that I will provide any additional information as needed as requested by the EDA.

Typed name

By checking this box and typing my name above, I am electronically signing my application [ ]  Agree

Date

Federal Grant Detail Appendix to Application

Organization Name:

Amount of PPP Loan or Grant received:

Amount of EIDL Loan or Grant received:

Amount of other federal Loan or Grant received:

Name of other grant program(s):

Total dollar amount of federal grants or loans received due to COVID:

Please describe the use and amount of the federal grant or loan you have received. Based on your application and information below, additional information may be requested.

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| --- | --- |
| Use | Amount |
| Example: Payroll | $10,000 |
| Example: Rent of primary building | $3,000 |
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| Total – should match total federal grants received above | $0.00 |