



## Small and Non Profit Business Recovery Grant INFORMATION SHEET

---

Alleghany County, the City of Covington and the towns of Clifton Forge and Iron Gate have jointly established a regional \$1.6 million grant fund, known as the Alleghany Highlands Small Business Recovery Grant (AHSBRG), to support the region's small and non-profit businesses recovery efforts following the COVID-19 outbreak.

One-time grants of up to \$15,000 based upon pre COVID-19 employment levels are being provided to businesses in the region to offset business impacts during the pandemic. The grant program will be administered by the Alleghany Highlands Chamber of Commerce and Tourism under the oversight of a regional management team. Businesses do **not** need to be a member of the Alleghany Highlands Chamber of Commerce and Tourism in order to apply.

### ELIGIBLE GRANT USES

Grant funds must be expended in compliance with strict state and federal laws. The aim of the grant program is to help businesses meet their long term goals by adjusting to COVID-19 demands.

- Part 1: Up to \$5,000 for retooling and technology activities
  - Space and technology upgrades to reopen and conduct business safely, including furniture, barriers, and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.
  - Sanitation (cleaning service and/or supplies-EPA-approved disinfectants, gloves, and masks).
  - Job training, classes and/or technical assistance such as:
    - Protecting employees from COVID-19
    - Protecting customers from COVID-19
    - Pivoting or modifying the business model (i.e. ecommerce)
    - Training for long-term sustainability planning.
- Part 2: Up to \$10,000 in rent or mortgage relief for three to six months of rent which is to be determined based on individual needs of the business at the time of application.

### INELIGIBLE GRANT USES

Under the terms of the grant program, businesses **cannot** be reimbursed for the following:

- Payroll costs incurred to maintain existing employees (i.e. job retention)
- Relief from employer payroll taxes
- Costs of daily business operations
- Regular maintenance of the facility or equipment
- Overdue/past due rent or mortgage payments prior to April 1, 2020
- Payment of taxes, fees or any other payment due to the County, City and/or Towns
- Franchise businesses except those that are locally owned and operated.
- Expense(s) already covered by funds received from other sources

## ELIGIBILITY CRITERIA

Businesses/nonprofits in the region meeting **ALL** of the following eligibility criteria are encouraged to apply:

1. Must be locally or regionally owned, and
2. Must have twenty (20) or fewer full-time equivalent employees (FTE's), and
3. Must demonstrate that they were operational pre COVID-19 (March 1, 2020) and are realizing a direct negative impact from COVID-19 (e.g. revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption), and
4. Must not have already received federal CARES Act assistance from any other source for the same expenses covered by this application, and
5. Must provide local or regional services, and
6. Must be an existing and operating business/nonprofit located in the region, and
7. Must be current on all fees, permits and taxes as of March 1, 2020, and
8. Must possess a valid Alleghany County, City of Covington, Town of Clifton Forge or Town of Iron Gate business license.

## GRANT GUIDELINES

1. Each business/non-profit must complete and submit a grant application, signed by the business owner, outlining the use of funds and how the funds will help sustain business operations in the Alleghany Highlands.
2. The maximum amount of a grant award will not exceed \$15,000 and will be based on the number of full time employees
3. Only one (1) grant per business establishment will be awarded
4. The grant recipient agrees to undertake a minimum of two (2) hours of business development/sustainability planning to assist the business in recovery efforts (e.g. meet with accountant/banker, attend a webinar on COVID-19 related business recovery, meet with SBDC representative).
5. Grants will not be awarded for specific expenses already covered by funds received from other sources
6. Copies of receipts/invoices must be presented in order to obtain funding
7. Funds are available on a first-come, first-serve basis

Grant award levels are based upon the number of employees, the availability of funds and the number of applications received. Grant awards are based on PRE-COVID 19 full time equivalent (FTE\*) employment levels as follows:

1-10 employees	Up to \$10,000
11-20 employees	Up to \$15,000

\* There are numerous free programs on line that will calculate this FTE, or your accountant may provide the information to you, or guidance may be obtained from the SBDC.

How to apply: **Signed** applications may be mailed or hand-delivered to Alleghany Highlands Chamber of Commerce and Tourism, 110 Mall Rd, Covington VA 24426 beginning August 17, 2020.

The application form will be available for download on the COVID-19 Resource page at [www.ahchamber.com](http://www.ahchamber.com). Hard copy applications may be picked up at the following locations:

Alleghany Highlands Chamber of Commerce and Tourism, 110 Mall Road, Covington VA 24426  
Alleghany Highlands Economic Development Corporation, Suite C, 9212 Winterberry Avenue, Covington VA 24426  
City Clerk's Office, 333 West Locust Street, Covington VA 24426  
Town Hall, 547 Main Street, Clifton Forge VA 24422  
Town Hall, 401 Commerce Avenue, Iron Gate 24448

For information or questions please contact:

Susan Knick, Grant Program Manager, Alleghany Highlands Chamber of Commerce and Tourism  
Email: [sknick@ahchamber.com](mailto:sknick@ahchamber.com) Phone: (540) 962-2178



## Small and Non Profit Business COVID-19 Recovery Grant APPLICATION

Allegheny County, the City of Covington and the towns of Clifton Forge and Iron Gate have jointly established a regional \$1.6 million grant fund (titled the AHSBRG) to support the region’s small and non-profit businesses recovery efforts following the COVID-19 outbreak. One-time grants of up to \$15,000, based upon pre COVID-19 employment levels, are being provided to businesses in the region to offset business impacts during the pandemic. ***Applications will be accepted beginning August 17, 2020 and no later than October 30, 2020. Applicants must complete this application and substantiate that the business experienced interruption due to full or partial closure during the COVID-19 public health emergency.***

Applications will be reviewed on a first-come, first-served basis and availability of funds will depend on the number of applications received.

**Refer to the Allegheny Highlands Small and Non Profit Business Recovery Grant information sheet, attached to this application form, for detailed information on eligible uses, ineligible uses,**

**Business Eligibility**

I certify that my business:

- Is locally or regionally owned
- Provides local or regional services
- Suffered negative impacts from closure (mandated or voluntary, full or partial) in response to the COVID-19 public health emergency.
- Was operational prior to March 1, 2020
- Had at least one full-time equivalent (FTE) employee prior to March 1, 2020
- Has fewer than 20 full-time equivalent (FTE) employees
- Has not already received federal CARES Act assistance from any other source for the same expenses covered by this application
- Has a valid Allegheny County, City of Covington, Town of Clifton Forge or Town of Iron Gate business license
- Is current on all fees, taxes and permits as of date of this application
- Is currently operational OR plans to reopen no later than \_\_\_\_\_.

Note: IF the business does not reopen by the above date, the applicant may request an extension of the opening date with an explanation of the cause of delay. Should an applicant fail to open, s/he must repay all grant funds, in full, which were awarded within 30 calendar days of the stated opening date.

**Check List**

The following documents are required along with the application signed by the owner:

- A copy of your 2020 business license
- IRS Form W-9 Request for Taxpayer Identification Number and Certification
- Copies of receipts/invoices verifying costs for which you are seeking funds

**Reporting**

Grant fund recipients will be required to submit an end of year summary to include proof of expenditures, to explain how the grant funds were spent and the benefit it brought to the business before December 15, 2020. Failure to provide such report will result in the grantee being required to pay back all grant funds in full by December 30, 2020

Legal Business Name: \_\_\_\_\_  
 (Grant checks will be written to this entity)

Trading as (IF Applicable): \_\_\_\_\_

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

Business located in: Alleghany County \_\_\_\_\_ City of Covington \_\_\_\_\_  
 Town of Clifton Forge \_\_\_\_\_ Town of Iron Gate \_\_\_\_\_

Mailing address (if different than physical address): \_\_\_\_\_

Business Contact Person: \_\_\_\_\_

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

Lease or Own: \_\_\_\_\_ Home or Commercial Based: \_\_\_\_\_

Business Start Date: \_\_\_\_\_ DUNS #: \_\_\_\_\_  
 EIN (if no DUNS #) \_\_\_\_\_

Entity Type: \_\_\_For profit \_\_\_Locally Owned Franchise \_\_\_Independent Brokerage  
 \_\_\_Nonprofit \_\_\_SWaM or Disadvantaged Enterprise certified business

Number of Full Time Equivalent (FTE) employees as of March 1, 2020: \_\_\_\_\_

Number Full Time Equivalent (FTE) employees at date of this application: \_\_\_\_\_

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

- |   |   |
|---|---|
| <input type="checkbox"/> State mandate              | <input type="checkbox"/> Not enough customer demand |
| <input type="checkbox"/> Supply chain disruption    | <input type="checkbox"/> Workforce availability     |
| <input type="checkbox"/> Health and safety concerns | <input type="checkbox"/> Other _____                |

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/beauty shop, nail salon, fitness, dry cleaner, etc.)
- Private Household Services
- Professional, Technical, Business Services
- Repair and Maintenance Services
- Restaurant, Food Services
- Retail – please specify \_\_\_\_\_
- Transportation

Total amount of Part 1 funds being requested: \_\_\_\_\_ (See Info Sheet page 1-Retooling, Technology)

Total amount of Part 2 funds being requested: \_\_\_\_\_ (See Info Sheet page 1-Rent, Mortgage)

Please explain, in detail, how the requested grant funds will be used. Include a receipt or invoice showing the cost of each item (e.g. retooling, technology upgrades, sanitation needs, job training/classes/technical assistance, rent/mortgage, etc.) You may attach a continuation sheet if needed.

Please briefly describe how grant funds will help your business sustain operations in the Alleghany Highlands.

### **Applicant Signature and Certification**

I covenant to save, defend, hold harmless and indemnify the County, City of Covington, Town of Clifton Forge, the Town of Iron Gate, and or the Alleghany Highlands Chamber of Commerce and Tourism and all officers, departments, agencies, agents and employees thereof 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.

I authorize the internal use of this information for the grant analysis. The Applicant acknowledges that all proprietary information voluntarily provided by the Applicant will be kept confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations.

I certify that the information I have submitted is correct to the best of my knowledge. I authorized the AHSBRG project manager to make inquiries as necessary to verify the accuracy of the statements and information made by me in the application.

I acknowledge and understand that I must successfully complete two (2) hours of business development or sustainability planning to assist in my business recovery efforts (e.g. meet with accountant/banker, attend a webinar on COVID-19 related business recovery, meet with SBDC representative, etc.) and to provide proof of such no later than December 15, 2020.

I also acknowledge and understand that I will be required to submit an end of year follow-up summary to include proof of expenditures, to explain how the grant funds were spent and the benefit it brought to the business before December 15, 2020 and that if I fail to provide such report I will be required to pay back all grant funds in full by December 30, 2020.

**WARNING:** Section 1001 of Title 18 of the United States Code makes it a criminal offense to make a willfully false statement or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.

\_\_\_\_\_  
Business Owner's Signature

\_\_\_\_\_  
Date

Date/Time Received