



## City of Radford *POWER* Grant Initiative

The City of Radford has announced a new grant program to help our local small businesses impacted by the COVID-19 pandemic. Eligible small businesses may apply for grants from this program. The *POWER* Grant Initiative, *Pressing Onward With Economic Resiliency*, is a grant for our local small businesses with 50 or fewer employees. This initiative will provide immediate, direct relief from the City to our local small businesses struggling due to the economic shutdown or modification of their traditional service methods. In general, the grant program is an award of funds ranging from \$500 - \$5,000 per business, based on reimbursements of eligible expenses related to the continuity of business during the COVID-19 pandemic. Program details are included below. This funding support is driven by the Coronavirus Relief Fund under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). City Council has allocated \$200,000 for this program to be administered by the Office of Economic Development and the Radford Economic Development Authority. Grants for eligible businesses are subject to and dependent upon appropriation of funds by the City Council and approval by the Office of Economic Development and the Radford Economic Development Authority in accordance with the terms and conditions set out below.

### **Eligibility Criteria:**

- Small Businesses must be physically located in the City limits of Radford.
- Businesses must employ 50 or fewer employees.
- Relief is specific to reimbursement expenses associated with the Coronavirus Pandemic beginning March 15 (date of the “Emergency Declaration” by the Governor) and ending July 31, 2020.
- Businesses must be in operation prior to March 15 and currently “Open for Business” as of the date of this application.
- Businesses must have a current license and be in good standing with all local ordinances, including, but not limited to, being current on all required taxes.
- Sole proprietorships and individuals who are self-employed and earning income directly from one’s own business or profession (i.e., insurance agents, accountants, freelancers, etc.) are eligible for grant consideration.
- One grant per business.

**Ineligible Businesses:**

- Government entities;
- Non-Profits; and,
- Banks and financial institutions.

**Business Expenses Eligible for Reimbursement**

Any of the following expenses incurred after March 15, 2020 and before July 31, 2020 and deemed “necessary” for business survival are eligible for reimbursement. Examples include:

- Personal Protective Equipment (PPE);
- Cleaning services and supplies;
- Website development or updates;
- Technology enhancements for telework;
- Marketing or advertisements;
- Utilities;
- Mortgage / lease payments;
- Accounting; and,
- Installation of an acrylic/polycarbonate barrier to create shield.

**Ineligible Business Expenses:**

- Reimbursements for payroll that are covered under the Paycheck Protection Plan (PPP) and/or cash advance from the Economic Injury Disaster Loan (EIDL) or any other state or federal funds;
- Anything purchased prior to March 15, 2020 and after July 31, 2020;
- Any reimbursement used to replace lost revenue; and,
- Anything not deemed “necessary” for operation of business.

## Required Documentation

The application will require the following documentation:

- **EMPLOYEES:** Form FC 20 as already submitted to the Virginia Employment Commission for one quarter of 2019 (any quarter of your choice). This is to establish eligibility and that your business has less than 50 employees.
- **ELIGIBLE EXPENDITURES:** Please provide a copy of the invoice and proof of payment. The maximum grant amount you can request is \$5,000.
- **W-9 FORM:** You will need to submit a completed W-9 Form. You may download one at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- A copy of your business license.
- Proof of payment of all required taxes for tax years 2019 and 2020.

## Submit Application

Grant funds will be disbursed on a reimbursement basis only. Funds will be awarded on a first-come, first-serve basis for all businesses who document and provide eligibility and qualifying reimbursement expenses. The maximum grant amount you can request is \$5,000. Please fill out the spreadsheet stating date of purchase, vendor name, description of expense and amount. Provide invoices and proof of payment for all expenses not to exceed \$5,000 in which you are requesting reimbursement. Applications submitted that include ALL appropriate documents, including proof of eligible payments, will be given priority and reviewed first. Any application submitted without required documentation will be deemed incomplete and returned to you. Incomplete applications may be reviewed at a later date if funds are available and documentation has been resubmitted. Applications will be accepted until funds are depleted, or by October 15, 2020, whichever occurs first. The City of Radford and Radford Economic Development Authority reserve the right to deny grant funds or the reimbursement of expenses not covered under the CARES Act Guidelines. Any grant funds that are not distributed by the Radford Economic Development Authority prior to December 30, 2020 shall be returned to the City.

By applying for grant funds, the applicant verifies that the statements contained in the application are true, accurate, and complete. Any false or inaccurate statements made on the application shall be grounds for immediate rejection. The applicant acknowledges that the information provided in the application may be subject to disclosure, including under the Virginia Freedom of Information Act. By applying for grant funds, the applicant gives permission and waives confidentiality of any tax information necessary for the Office of Economic Development and the Radford Economic Development Authority to verify the applicant's tax payment status, licensing status, or other grant eligibility requirements. The applicant acknowledges that all grant award decisions are final and are not subject to appeal.

Please return completed application and all required documents via email to [Kim.Repass@radfordva.gov](mailto:Kim.Repass@radfordva.gov). If you are unable to email these documents, you may return the application and supporting documents to The City Administration Offices located at 10 Robertson Street. Additional copies of the application will also be available at The City Administration Offices and on the City of Radford website at <https://www.radfordva.gov/>. For additional questions, please contact Kim Repass, Economic Development Director at [Kim.Repass@radfordva.gov](mailto:Kim.Repass@radfordva.gov) or by calling (540) 731-3603.



## Application

### City of Radford

### *POWER* Grant Initiative

This is a City of Radford grant initiative to assist our local small businesses who have been impacted by the COVID-19 pandemic. Grant funds for eligible businesses and expenses will be disbursed on a reimbursement basis only. Funds will be awarded on a first-come, first-serve basis for all businesses who document and provide eligibility and qualifying reimbursement expenses. Applications will be accepted until funds are depleted, or by October 15, 2020, whichever occurs first. This application is subject to the terms and conditions contained in the City of Radford *POWER* Grant Initiative, which is incorporated herein by reference.

1. Business Name (including legal name and any "dba"):

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2. Business Address:

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3. Phone Number:

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4. Owner/s Name & Address:

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5. Email Address

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6. City of Radford Business License Number:

7. Please submit a completed W-9. A blank one is available here.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

8. Is your business physically located and based in the City of Radford, Virginia (meaning the City of Radford is the principal place of business), employing 50 or fewer employees?

Yes

No

9. Businesses must have a current license. Is your business in compliance and in good standing with all local ordinances, including, but not limited to, being current on all required taxes?

Yes

No

10. Was your business in operation prior to March 15<sup>th</sup> (date of the “Emergency Declaration” by the Governor) and is it currently in operation as of the date of this application?

Yes

No

11. Did your business suffer a loss of revenue or income beginning March 15 – July 31, 2020 due to COVID-19?

Yes

No

12. How much money do you estimate your business has lost due to eligible expenses as of the date of this application?

13. Please submit your FC-20 document for any 2019 quarter. Only submit one quarter. (The FC-20 is the quarterly report that you must file with the Virginia Employment Commission). This is to verify your business has fewer than 50 employees.

14. The maximum amount of grant funds you can request is \$5,000. Please indicate the amount of funds you are requesting.

15. To be eligible for reimbursement, expenses must have been incurred and paid beginning March 15 – July 31, 2020. The maximum amount of funds you can request is \$5,000. **NOTE:** Do NOT request reimbursement for payroll that is covered by the Paycheck Protection Program (PPP), cash advance from the Economic Injury Disaster Loan (EIDL) programs or other federal or state funds. You must provide copy of invoice, proof of payment (i.e., copy of cleared check) for any of the following:

- Personal Protective Equipment (PPE)
- Cleaning services or supplies
- Website development or updates
- Accounting
- Installation of an acrylic/polycarbonate barrier to create shield
- Utilities
- Mortgage/Lease Payments
- Technology for telework
- Marketing or advertisements

16. By submitting this application, you verify that the statements contained in the application are true, accurate, and complete. You acknowledge that any grant funds would be disbursed on a reimbursement basis only and that fully completed applications (with all attachments) deemed eligible will receive fund reimbursements on a first-come, first-serve basis. All documentation must be submitted with your application to be considered for reimbursement. Any application submitted without ALL appropriate documents will be returned to you. Any false or inaccurate statements made on the application shall be grounds for immediate rejection. You acknowledge that the information provided in the application may be subject to disclosure, including under the Virginia Freedom of Information Act. By submitting this application, you give permission and waive confidentiality of any tax information necessary for the Office of Economic Development and the Radford Economic Development Authority to verify your tax payment status, licensing status, or other grant eligibility requirements. You also acknowledge that all grant award decisions are final and are not subject to appeal.

By selecting "I agree" below, you acknowledge and agree to all of the foregoing provisions.

I agree

I do not agree

**Authorized Signature:**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**Signature**



