

## **“Reset Rocky Mount” Small Business Grant Program**

**Purpose:** To support the small business community that has been significantly impacted by the COVID-19 pandemic.

**Funding:** \$275,000 to help the owners of small, locally owned, for-profit, brick and mortar businesses. Priority will be given to those businesses specifically listed in the Governor’s Executive Order 53 and non-franchise businesses.

**Maximum Grant:** \$5,000

**Criteria for Eligibility:**

1. Must have been in business on January 1, 2020.
2. Must show a reduction in sales due to the economic impact of the COVID-19 health crisis.
3. Must have or be pursuing an online and/or social media presence with accurate information presented, for example, a minimum of an up to date Google listing.
4. Must have an active business license and up to date taxes within the Town of Rocky Mount.
5. Only one owner of the “brick and mortar” business may apply.
6. “Small businesses” will be defined as 20 or fewer employees, whether full-time or part-time equivalents.

**Funding Length:** Applications will be accepted until **5:00pm on July 28th**.

**Uses of Funds:** The funds can be used for any of the following business purposes, in order of priority:

1. Marketing – Advertising efforts to promote business re-start or to implement online sales presence.
2. Rent or mortgage payments for April - September 2020
3. Utilities (electric, water/sewer, internet) for April – September 2020
4. Compensation – Any costs associated with training, re-hiring or hiring new employees. May not be used for payroll.
5. Inventory – Inventory needed to re-start a business.

**Process:** Applications include filling out this form and submitting all required attachments noted below with a notarized affidavit.

**Required Information:**

The business will need to provide the following documents:

1. Proof of loss in sales. All claims of loss must be certified with a sworn affidavit. The following are methods from which you can choose to prove loss:
  - a. Profit and Loss Statement from February, March and April 2020 showing individual months, or
  - b. 90-day average of sales for months before March 15, 2020 compared to during/after COVID-19, or

**“Reset Rocky Mount” Small Business Grant Program**

- c. Previous years sales (2019) for the months of March and April, and current year sales for March and April 2020.
- 2. Documentation explaining the intended use of funds. An affidavit is required certifying the funds are to be used for the purposes stated (attached). If there is more than one owner, each owner must provide the sworn affidavit.
- 3. Each business must provide a signed W-9 form with the business name matching the EIN or SSN. The grant will be reported by the Town as income to the IRS.

**Please fill out the following (print or type):**

Applicant Name:

---

First and Last Name(s) of Business Owner(s)

Business Name:

---

Business Address within the Town limits:

---

Phone Number of Applicant:

---

Email of Applicant:

---

Was the business open as of January 1, 2020?  Yes (If no, the business is not eligible.)

Number of employees, current or before reduction, not including owners:

Full time \_\_\_\_\_ Part time \_\_\_\_\_

Required Attachments – check each to confirm:

- Proof of loss in sales.
- Documentation explaining the intended use of funds.
- Signed W-9 form.
- All claims of loss and use of funds must be certified with a sworn affidavit submitted with this application (attached).

## **“Reset Rocky Mount” Small Business Grant Program**

Applications will be accepted until **5:00pm on July 28<sup>th</sup>**. Late applications will NOT be accepted. The Town of Rocky Mount’s staff will review complete applications and grants will be issued after their approval.

There are several ways to submit an application. All required materials must be submitted at one time in one complete package.

### **Electronically:**

- Submit applications with attachments via email to [bsimms@rockymountva.org](mailto:bsimms@rockymountva.org).

### **Printed Hard Copy:**

- Applications can be dropped off at the Rocky Mount Municipal Building at 345 Donald Ave, Rocky Mount, VA 24151 by walk in or drive-thru between the weekday hours of 8:30am – 4:30pm.
- If you need to submit outside of these hours, it can be submitted through the afterhours drop box at the drive-thru.

For questions, please contact Beth Simms at 540-238-7775 or [bsimms@rockymountva.org](mailto:bsimms@rockymountva.org).

**“Reset Rocky Mount” Small Business Grant Program**

**AFFIDAVIT**

STATE OF VIRGINIA,

CITY/COUNTY OF \_\_\_\_\_, To-wit:

The undersigned, owner of

\_\_\_\_\_ (hereinafter “the Business”), after being duly sworn, hereby makes oath that all funds received by the Business under the Reset Rocky Mount Small Business Grant Program shall be used solely for the purposes set forth in the Business’ application for said funds in order to keep the Business open and operating.

WITNESS the following signature and seal, after being duly sworn.

\_\_\_\_\_(SEAL)

Signature

Print Name: \_\_\_\_\_

Subscribed and sworn to before me, a Notary Public for the State of Virginia at Large, in the City/County of \_\_\_\_\_, by \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

My commission expires \_\_\_\_\_

Notary registration no. \_\_\_\_\_

\_\_\_\_\_

Notary Public

(NOTARY SEAL)

**OATH**

**For the Notary:** After reviewing identification from the affiant, ask the affiant to raise his/her right hand and swear or affirm that the matters set forth in the application are true and correct to the best of his/her knowledge.