

GORDONSVILLE GIVES BACK SMALL BUSINESS GRANT PROGRAM

Gordonsville Gives Back Small Business Grant program will offer grants to qualified businesses and organizations that will not have to be repaid. The program is funded using federal CARES Act funds provided to the Town of Gordonsville and will be administered by [Community Investment Collaborative \(CIC\)](#). The grant application process will open on October 5, 2020 and will close on October 19, 2020 at 11:59 pm EST. Grant awards will be made on October 30, 2020. With the large volume of transactions being handled by CIC, please note it may take 7-10 days for your bank to receive the funds.

The goal of the \$125,000 grant program, which includes \$75,000 available to for-profit businesses and private schools, and \$50,000 available to non-profit entities, is to award cash grants to small businesses and organizations in Gordonsville that have been impacted by the COVID-19 pandemic.

FOR-PROFIT BUSINESSES AND PRIVATE SCHOOLS/CHILDCARE

Eligibility:

- Must be operational as of March 27, 2020
- Must be based within the corporate limits of the Town of Gordonsville
 - Does not require a “storefront” location. Can be a home-based business
- Current on local taxes
 - Money cannot be used to become current on taxes
- For-profit businesses and private schools/childcare/daycare (for profit or nonprofit, 501(k))
- Must show a revenue loss or expenditure increase due to the COVID-19 health crisis
- If other COVID-19 relief funding has been received from the locality, the new grant request must be used for expenses not already funded (provide documentation to confirm)

Amount awarded:

- Grants of up to \$5,000 for businesses with fewer than 10 full-time employees.
- Grants of up to \$10,000 for businesses with more than 10 but fewer than 50 full-time employees.

Funds may be used for:

- Personal Protective Equipment (PPE)
- Redesign of structure or operations to meet social distancing requirements
- Website, e-Commerce, or other digital forms of communicating to customers or clients
- Payroll or other operating expenses
- Rent or mortgage payments
- Debt incurred because of COVID-19 disruption
- Teleworking
- Loss of revenue due to implementation of Forward Virginia guidelines
- Funds cannot be used for:
 - Payment of federal, state or local taxes
 - Expenses incurred before March 1, 2020

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Priority distribution if grant requests exceed available funding*:

- Closed during Phase III
- Closed during Phase II
- Closed during Phase I
- Partially open during Phase III
- Partially open during Phase II
- Partially open during Phase I
- Remained open but suffered financial loss

**PPP funded, or UI recipient, will be used as a tiebreaker and not an eliminating factor. However, funds cannot be requested for the same use.*

What you need to apply:

- Completed **Gordonsville Gives Back Small Business Grant** interest form found at this link <https://forms.gle/MGA3xqdw2EPzdyd8>. This is NOT the grant application. The information captured in the interest form will be used to notify you when the solicitation of grant applications begins on October 5, 2020. **Completing this interest form is a required step in the process.** The application will be an online form, backed by [Lenderfit](#), to which you must be electronically invited. The interest form generates your emailed invitation.
- IRS Form 941- most recent quarterly filing (employee count confirmation)
- 2019 federal tax return (or 2019 P&L if not filed)
- Bank statements (April to July 2020 and April to July 2019)
- List of qualifying expenses for which the grant will be used:
 - If past expense between March 1 and present, record of those expenses – example: receipt, canceled check, paid invoice
 - If expense has not occurred, provide an estimate/budget for expense to be completed by 11/30/2020

Application Process

1. You will receive an email from CIC inviting you to [LenderFit](#), the software used to process applications.
2. You will submit your application.
3. CIC will review applications.
4. The Town will review and approve the list of suggested awardees.
5. CIC will make announcements.
6. You **MUST** submit your ACH (Automated Clearing House – electronic banking) information for funding.
7. CIC will fund you.
8. If you have a future renovation cost, Town of Gordonsville staff will follow up with you on or about November 30 to review your completion.

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NON-PROFITS

Eligibility:

- Must be operational as of March 27, 2020
- Must be based within the corporate limits of the Town of Gordonsville
- Must be a nonprofit (501(c) 3, 4 or 6)
- Must be operating legally
- Cannot be a for-profit or school
- Must show a revenue loss or expenditure increase due to COVID-19 health crisis
- If the non-profit has received other COVID-19 relief funding from the locality, the new grant request must be used for expenses not already funded (provide documentation to confirm)

Amount awarded:

- Providing an ongoing community need: up to \$10,000
- Other non-profit: up to \$5,000

Funds may be used for:

- Personal Protective Equipment (PPE)
- Redesign of structure or operations to meet social distancing requirements
- Website, e-Commerce, or other digital forms of communicating to customers or clients
- Payroll or other operating expenses
- Rent or mortgage payments
- Debt incurred because of COVID-19 disruption
- Teleworking
- Loss of revenue due to implementation of Forward Virginia guidelines
- Funds cannot be used for:
 - Expenses incurred before March 1, 2020

Priority distribution if grant requests exceed funding available:

- Provided on an ongoing basis: food
- Provided on an ongoing basis: childcare
- Provided on an ongoing basis: healthcare
- Provided on an ongoing basis: other household needs (clothes)
- Did not provide a community need on an ongoing basis
- Non-profit has not received other funding from the locality related to COVID-19.

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- IRS Form 990
- IRS Determination Letter
- 2019 P&L or bank statements (April to July 2020 and April to July 2019)
- List of qualifying expenses for which the grant will be used:
 - If past expense between March 1 and present, record of those expenses – example: receipt, canceled check, paid invoice
 - If expense has not occurred, provide an estimate/budget for expense to be completed by 11/30/2020

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QUESTIONS?

The Town of Gordonsville has contracted with [Community Investment Collaborative](#) to assist with the implementation of the **Gordonsville Gives Back Small Business Grant** program. The Town retains oversight and management of the program.

For questions or assistance applying, please contact Deborah S. Kendall, Town Manager, at 540-832-2233 or via email to dkendall@gordonsville.org.