



## **OPPORTUNITY FOR COVID-19 RECOVERY ASSISTANCE FOR SMALL BUSINESSES**

Grants of up to \$5,000.00 are available to qualifying small businesses that are located in the City of Martinsville to aid in the recovery from the effects of the COVID-19 pandemic.

**Please note that businesses which previously received City grant funds, either the maximum allowance or a portion thereof, or had an application deemed ineligible will not be able to qualify for any new funding. Applications of businesses opened in the City after March 24, 2020 that were deemed ineligible for the first round of grant funds will be the only exception to this rule.**

**Also, only one application submission per business will be allowed.**

### **Eligibility Information**

- Business is physically located in the City of Martinsville
- Business employs 30 persons or less
- Business was either temporarily closed or had to operate on a reduced/limited basis as a result of the Governor's Executive Orders
- City business license is valid, if required
- City taxes and utilities are current
- Must fully complete and submit the application with receipts and/or detailed quotes from vendors for reimbursement
- Business must be in good standing with the City of Martinsville
- Must submit a W-9
- Grants are intended to be used to facilitate re-opening and recovery of small businesses and examples of how grant funds may be used are for physical improvements to facilitate better service such as an exterior walk-up customer service window, improvements to reduce exposure/customer contact, sanitation equipment, touchless pay equipment and fixtures, and outdoor seating/dining equipment. Other appropriate uses to aid in re-opening and recovery can include rent/mortgage and utility payments. Grant funds cannot be used for marketing and/or advertising expenses, or start-up equipment/supplies for new businesses.

### **Important Information Concerning your Application**

- Applications may be delivered to the Assistant City Manager's Office, room 213 of the Martinsville Municipal Building, mailed to the attention of the Assistant City Manager's Office, P.O. Box 1112, Martinsville, VA 24114, or completed online by going to the City of Martinsville's website at [www.martinsville-va.gov](http://www.martinsville-va.gov), opening the link to The City of Martinsville's Weekly Covid-19 Statement and following the link to Martinsville CARES Small Business Grant Application. Please download the application from the website to ensure proper formatting. Completed applications with the required attachments (receipts, business license, etc.) can be submitted by email to [mstrait@ci.martinsville.va.us](mailto:mstrait@ci.martinsville.va.us)

- Applications will be reviewed by City staff and in its sole discretion will make grant awards after review.
- Grants will be made on a first come first serve basis and awards will be made within 14 business days after the application is reviewed.
- Applications will be accepted through close of business October 2, 2020.
- **Grants will be paid on a reimbursement basis and receipts and/or detailed quotes from vendors must be submitted with the application.**
- Items you will need for your application:
  - Basic business information:
  - Address (business physical and mailing, if different)
  - Phone Number
  - Email
  - Number of Employees
  - Name of Business on record with the State Corporation Committee
  - Name you are doing business as (DBA)
  - You will need to include a copy of your current City business license, if one is required and a W-9
  - Receipts and/or detailed quotes from vendors
- Verify that you are current with City taxes and utilities
- You will need to indicate if your business received or was approved for any EIDL (Economic Injury Disaster Loan) or PPP (Paycheck Protection Program) funds.
- You will need to certify that the information provided on the application is accurate and truthful.



**BUSINESS DETAILS**

[Blank input field]

Employer ID Number (EIN)

[Blank input field]

Year Established

[Blank input field]

Number of Employees

Currently Authorized to Conduct Business in the Commonwealth of Virginia:      Yes      No

Are you current on utility payments?       Yes       No

Are you current on all taxes?       Yes       No

Do you have any outstanding code violations with the City of Martinsville?       Yes       No

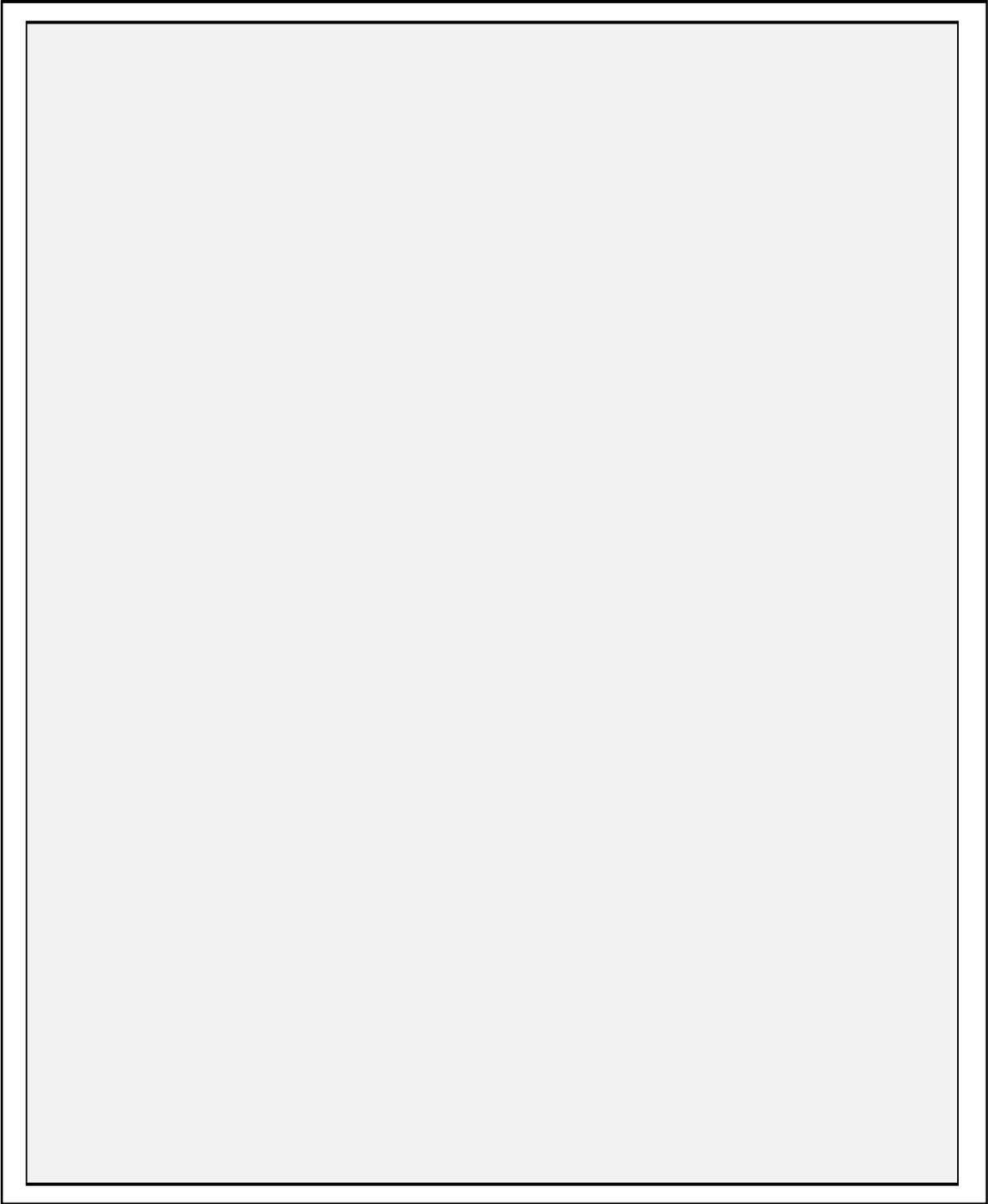
**GRANT NARRATIVE**

Why should the City choose your application for funding support, among many others requesting assistance, as part of this limited COVID-19 Business Support initiative?

[Large empty text box for grant narrative]

**RECEIPT/QUOTE DESCRIPTIONS**

Please describe in detail the receipts and/or quotes from vendors submitted for reimbursement, and the application of said purchases to your business.









## OPPORTUNITY FOR COVID- 19 RECOVERY ASSISTANCE FOR SMALL BUSINESSES

### *Frequently Asked Questions*

Question	Answer
What is the purpose of the Martinsville CARES Grant?	The Martinsville CARES Grant helps small businesses to meet financial obligations and operating expenses that could have been met had the economic disaster not occurred, and to recover with the resources to offset the additional costs of operating a small business in the post-pandemic environment. Approved Martinsville CARES Grant applicants may qualify for grant funding for eligible expenses, or recovery reimbursements, up to a maximum of \$5,000 documented by receipts provided with the application.
How do I apply for the Martinsville CARES Grant?	Applicants can apply on-line or obtain a paper application at <a href="http://">http://</a>
What type of operating expenses are reimbursable under the Martinsville CARES Grant?	Payroll support including employee salaries, paid sick leave, medical leave, or family leave, and costs associated with the continuation of group health care benefits during those periods of leave (provided the applicant did not previously receive Payroll Protection Program [PPP] Grant funding); mortgage payments; rental payments (including rents under a lease agreement); utilities, defined as electricity, gas, water/sewer, telephone, internet service; that were incurred between April 1, 2020 – June 30, 2020.
What COVID-19 recovery reimbursements are covered in the Martinsville CARES Grant?	Disbursements made on or after March 24, 2020 for the following purposes: <ul style="list-style-type: none"> <li>• Purchase of equipment, infrastructure, technology or other capital assets necessary to permit the applicant to prevent the transmission of COVID-19 and provide a healthy and safe work environment for its employees, including the modification of work stations and furniture, the installation of barriers, shields and Plexiglas</li> <li>• Expenses to comply with OSHA and VDH safety standards relating to COVID-19 prevention, including the purchase or improvement of high-efficiency ventilation systems or hand-washing stations</li> <li>• Expenses to reconfigure business facilities to comply with physical distancing standards to prevent the transmission of COVID-19, including the installation of drive-through windows</li> <li>• Expenses for the utilization or phase-in of touch-free technology or equipment, such as touch-free toilets, sinks, fixtures, dispensers and trash cans; installation of signage to encourage physical distancing and hand-washing</li> <li>• Purchase of equipment, infrastructure, technology or other services to prepare for and respond to coronavirus: necessary expenses related to long-term economic recovery and expenses related to the establishment of alternative business sales and delivery methods, including web-based platforms</li> </ul>

<p>What type of entities are eligible for the Martinsville CARES Grant?</p>	<p>A corporation (C-Corp), pass through entity (S-Corp, Partnership, LLC) or other legal entity that is organized separately from the owner; 501c3, 501c7 organization or 501c19 veterans organization, Virginia Tribes, sole proprietors, and independent contractors.</p>
<p>What type of businesses are eligible for Martinsville CARES Grant?</p>	<ul style="list-style-type: none"> <li>• Restaurant and Beverage Services: Restaurants, dining establishments, food courts, breweries, cideries, distilleries, wineries, and tasting rooms, farmers markets (and vendors in the farmers markets)</li> <li>• Brick and Mortar Retail: Non-essential brick and mortar retail establishments include everything EXCEPT the following:</li> <li>• Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;</li> <li>• Medical, laboratory, and vision supply retailers;</li> <li>• Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;</li> <li>• Automotive parts, accessories, and tire retailers as well as automotive repair facilities;</li> <li>• Home improvement, hardware, building material, and building supply retailers;</li> <li>• Lawn and garden equipment retailers;</li> <li>• Beer, wine, and liquor stores;</li> <li>• Retail functions of gas stations and convenience stores;</li> <li>• Retail located within healthcare facilities;</li> <li>• Banks and other financial institutions with retail functions;</li> <li>• Pet and feed stores;</li> <li>• Printing and office supply stores; and</li> <li>• Laundromats and dry cleaners</li> <li>• Fitness and Exercise Facilities: Gymnasiums, recreation centers, swimming pools, indoor sports facilities, and indoor exercise facilities</li> <li>• Personal Care and Personal Grooming Services: Beauty salons, barbershops, spas, massage practices, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed</li> <li>• Entertainment and Public Amusement: Theaters, performing arts centers, concert venues, museums, racetracks, historic horse racing facilities, bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs</li> <li>• Private Campgrounds and Overnight Summer Camps</li> </ul>
<p>What are other eligibility criteria?</p>	<ul style="list-style-type: none"> <li>• Applicant's primary place of business must be in Martinsville</li> <li>• Applicant must employ 1-30 employees</li> <li>• Applicant was operating in Martinsville before March 24, 2020</li> <li>• Applicants who opened a business in Martinsville after March 24, 2020 may only apply for reimbursement for COVID-19 related supplies, no start-up equipment is eligible</li> <li>• Applicant is in current good standing with Virginia State Corporation Commission</li> <li>• Applicant is not delinquent on City taxes or utilities and if delinquent has a payment plan in place</li> <li>• Applicant is engaged in legal activity</li> </ul>

Are applicants eligible that received Paycheck Protection Program (PPP) funding or an Economic Injury Disaster Loan or advance (EIDL)?	Applicants are not eligible for Martinsville CARES payroll reimbursement if they have received money from any CARES Act program: PPP, EIDL or additional \$600 unemployment insurance relief. However, applicants may apply for reimbursement of other eligible COVID-related expenses detailed previously with receipts provided with the application.
Are applicants that previously applied for Martinsville CARES eligible to reapply for additional funding?	No, applicants are not eligible to reapply if they previously applied for Martinsville CARES funding or if they did not receive the maximum grant amount previously.
Is there any document that I need to submit, in particular, to receive my grant check payment?	Yes, the Commonwealth of Virginia's Substitute W-9 Form-Request for Taxpayer Identification Number and Certification W9 COV Substitute is required to process a payment check
What type of documentation is required to verify place of business and good standing with the Commonwealth?	Commonwealth of Virginia State Corporation Commission Certificate of Good Standing or Certificate of Fact or Copy of a current business entity or organization search ( <a href="https://cis.scc.virginia.gov/">https://cis.scc.virginia.gov/</a> ) and current City of Martinsville Business License showing a physical location within the City from which the business is directed and controlled.
What type of documentation is required to verify employee(s) and payroll expense?	Virginia Employment Commission Quarterly Report: FC21/20 for 06/30/2020 ( <a href="http://www.vec.virginia.gov/employers/VEC-FC-2120">http://www.vec.virginia.gov/employers/VEC-FC-2120</a> ); or third party payroll processing records; form 1099 MISC, form 1040-ES; etc.
What type of documentation is required to verify eligible expenses and expenditures?	Mortgage statements; other commercial loan payment statements; utility bills (electricity, gas, water/sewer, telephone, internet); receipts for COVID-19 expenses <i>made on or after 3/24/2020</i> (credit card statements that do not detail the expense will not be accepted documentation); current rental or lease agreement and amendments
Can I apply for the grant for a proposed expenditure that allows my business to comply with OSHA and VDH safety standards relating to COVID-19 prevention?	Yes, you will need to provide a detailed quote or purchase order for the expenditure with your application and then submit the actual receipts by October 31, 2020. Failure to provide the receipts to support the expenditure for which the grant was awarded will result in a clawback of grant funding.
Can I reapply for additional grant funding if I was not awarded the maximum amount?	No, only one application will be considered for grant funding. The application must have all necessary documentation included and all expenses must be itemized in detail and uploaded. Additional receipts for expenses will not be considered once the application is filed.
How will I know if my application has been received?	You may contact Martinsville City Administration at (276) 403-5196 or <a href="mailto:mstrait@ci.martinsville.va.us">mstrait@ci.martinsville.va.us</a>
How will I be notified if my application is approved?	You will receive a letter and check for the grant award within 14 days of the grant approval.
How will I be notified if my application is declined?	You will receive a letter explaining why your request was denied within 14 days of the grant review.
How long will it take to approve my application and receive the grant award?	Expect 7 days to process your application upon receipt and another 14 days from approval to process the payment check; a check will be mailed

<p>Is rent recovery an eligible for the Martinsville CARES Grant?</p>	<p>No, landlords should work with their tenants to apply for assistance through the Virginia Rent &amp; Mortgage Relief Program (RMRP) administered locally by Step, Inc. 540-483-5142  <a href="https://dmz1.dhcd.virginia.gov/RMRPEligibility/?fbclid=IwAR0UBsTioLSNHk115j6TXxFnrIqlyOiWZrPURyW5z5kCk1xV-TYyn0MI">https://dmz1.dhcd.virginia.gov/RMRPEligibility/?fbclid=IwAR0UBsTioLSNHk115j6TXxFnrIqlyOiWZrPURyW5z5kCk1xV-TYyn0MI</a></p>
<p>Can you provide additional information for documenting eligible expenses and disbursements?</p>	<ul style="list-style-type: none"> <li>• Applicant Payroll Records: Submit VEC-FC-21/20 quarterly report for the periods ended 6/30/2020; or last 3rd party payroll processor records, or other supporting documentation, such as IRS Form 1040-ES for sole proprietors and independent contractors, for any three months during the 12 month period of August 2019 – July 2020, to confirm qualifying salary or payroll amounts - payroll support includes salaries, paid leave, costs associated with group health care benefits, and any other applicable benefit(s) costs.</li> <li>• Applicant Mortgage Loan Statement: Submit last three Applicant mortgage statements to confirm monthly mortgage payments (refinancing, pre-paying or paying off existing debt is ineligible); documents need to be dated within 120 days of application.</li> <li>• Applicant Rent or Lease Agreement(s): Submit the Rent or Lease Agreement and all amendments that is currently in effect for your business.</li> <li>• Applicant Utilities' Statement(s): Submit billing statements for the period of March 24, 2020 – July 2020, to confirm the following eligible business utility expenses: electric, water-sewer, gas, telephone and internet service</li> </ul>
<p>When will you stop accepting applications?</p>	<p>We will stop accepting applications when it is determined that all of the grant funds are committed or until 10/2/2020, whichever comes first</p>