



COVID-19 Business Interruption Small Business Grant Guidelines

(June 15, 2020)

Overview

Isle of Wight County and the Towns of Smithfield and Windsor have established the COVID-19 Business Interruption Small Business Grant Program to help businesses impacted by COVID-19 recover and reopen. This grant program is fully funded by Federal CARES Act proceeds. Brick and mortar and home-based businesses are encouraged to apply.

This grant is one-time financial assistance for eligible, for-profit small businesses (fewer than 50 employees) to reimburse the costs of business interruption directly or indirectly related to certain sections of Governor Northam's Executive Order 53. Grants are available for an amount **up to \$2,000 per business**. There is a limited amount of funds for this program, and the application period will close when funds are depleted. Grant applications will be processed and funded on a first-come, first-served basis upon submission of a complete application and all supporting documentation.

Eligibility Requirements

To be considered for the grant, a business must meet all the following requirements:

- For-profit business directly or indirectly impacted or interrupted by Governor Northam's Executive Order 53, specifically Section #3, #4, or #6 (attached below)
- Must be located in Isle of Wight County, the Town of Smithfield or the Town of Windsor
- Must have a current County or Town business license
- Must be in good standing with local taxes and licenses
- Had fewer than 50 employees as of Dec. 31, 2019

Required Documentation

The following supporting documentation is required:

- Copy of current County or Town Business License, unless exempt (at time of application)
- Completed W-9 (REV – October 2018) – (following notice of award)
- Copy of an unexpired, government-issued identification (i.e. Passport, Driver's License etc.) for each person signing the application (following notice of award)

How do I apply?

To apply, businesses can access the application online beginning Friday, June 5, 2020 at 9:00 a.m. at the [COVID-19 Grant Program website](#).

Completed applications will be processed in the order in which they were received.

Grant Application Process

The completed application, along with a copy of the current business license, must be submitted together to the Isle of Wight County Economic Development Department electronically. Economic Development staff and/or its designees will review all grant applications to determine eligibility. Following review, the applicant will be sent a notification of decision by email and be advised of the next steps in the process.

Grant payments will not be issued until the application has been approved and the Department of Economic Development has received the award acknowledgement letter signed by all applicable parties, the completed W-9 and a copy of unexpired, government-issued identification for all parties signing the application. The fully executed award acknowledgement letter and supporting documentation must be returned together electronically, by mail or hand-delivery, to the Department of Economic Development within 15 calendar days of the date on the award acknowledgement letter.

Questions?

Nicole Talton
Economic Development Coordinator
Isle of Wight County Dept. of Economic Development
17146 Monument Circle, P.O. Box 80
Isle of Wight, VA 23397
Phone: (757) 365-6251
Email: iowgrant@iwus.net