



## COVID-19 Small Business Grant Program Round 2 Application Package

Name of Business: \_\_\_\_\_

Grant Amount Requested (up to \$4,000): \_\_\_\_\_

### **Application Submission:**

This fillable PDF application must be e-signed by the business owner and emailed to

[iowgrant@iwus.net](mailto:iowgrant@iwus.net)

“ATTN: Nicole Talton” in the Subject line

Additional information about the grant program, including FAQs, can be found at  
<https://www.insidetheisle.com/news/covid-19-business-resources/covid-19-small-business-grant/>

# COVID-19 SMALL BUSINESS GRANT ROUND 2 PROGRAM APPLICATION

## I. INFORMATION ABOUT THE BUSINESS

Business Name on Business License: \_\_\_\_\_

Business Locality: Isle of Wight                  Smithfield                  Windsor

Business Address: \_\_\_\_\_

Business E-Mail Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Number: \_\_\_\_\_

Year Business began in Isle of Wight County / Smithfield / Windsor \_\_\_\_\_

Federal ID # \_\_\_\_\_

Business Website: \_\_\_\_\_

Please provide a description of the business and services/products offered:

Number of **full-time** / **part-time** employees as reported to the Virginia Employment Commission for 4<sup>th</sup> Quarter 2019: \_\_\_\_\_ / \_\_\_\_\_

Number of **full-time** / **part-time** employees as of the grant application date: \_\_\_\_\_ / \_\_\_\_\_

## II. BUSINESS OWNER INFORMATION

Owner's Name / Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Percentage of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

### III. GRANT INFORMATION

Please check the applicable section(s) of the **Executive Order 53 and/or Executive Order 55, also known as the "Temporary Stay-At-Home Order"** that directly or indirectly impacted your business. You **MUST** check at least one in order to have a complete application. *(see pages 7-13 for reference):*

Executive Order 53, item #3

Executive Order 53, item #4

Executive Order 53, item #6

Executive Order 55

Please check all of the applicable boxes explaining the reasons for business interruptions or unforeseen costs associated with the COVID-19 pandemic:

Sales were negatively impacted generally by the COVID-19 pandemic

Costs of Protective / Public Health Measures Necessary to Remain Operating

Personal Health Concerns Caused Me to Close Business to Public

Interruptions in (the) supply chain(s) forced business interruptions and/or closure

Other:

Please share any other information you would like us to know about your business:

#### IV. STATISTICAL INFORMATION

1. Did your business suffer interruptions and losses costing the business \$4,000 or greater?

**Yes**      **No**

2. If less than \$4,000, how much was the impact? \_\_\_\_\_

3. Do you plan to reopen or keep the business open upon receipt of this grant?

**Yes**      **No**

4. a. Is the business the recipient of an SBA Paycheck Protection Program Loan?

**Yes**              **In Process**              **No – was rejected**              **No – did not apply**

b. Is the business the recipient of a Hampton Roads Workforce Development

Council Rapid Response Grant (\$2,000 - April 2020?)

**Yes**              **No – was rejected**              **No – did not apply**

5. Is the business located outside your home? **Yes**      **No**

6. Is the business minority-owned? **Yes**      **No**

7. Is the business owned by a veteran? **Yes**      **No**

8. Is the business woman-owned? **Yes**      **No**

9. Please tell us how you learned about the COVID-19 Small Business Grant Program (Select one)

Received email from Economic Development/Tourism and/or IOW Chamber

Social Media Post(s)

Economic Development Website

Isle of Wight County Website

Town Website

Newspaper

PEG Cable Channel

Postcard Mailing

Banner(s) placed around the County

Friend/Family Member/Another Business Owner Told Me

A local County or Town Official Told Me

Other

## V. SIGNATURES

Please read the following and sign below. Application must be e-signed by the business's owner / authorized representative. All business partners of a general partnership, Limited Liability Company or an entity not required to register with the State Corporation Commission must sign this application. All co-signers must include a copy of an unexpired, government-issued form of identification as per the instructions for required attachments upon notice of grant award (Section VII).

I certify that I have read and understand the COVID-19 Small Business Interruption Grant Program requirements and that the information contained herein is true, complete and correct to the best of my knowledge. I certify that I have authority to apply for this grant on behalf of the business described herein. I understand that this information may be made available for public review and is subject to the Virginia Freedom of Information Act. By signing below, I agree that the grant will be used for business purposes only and not for household, personal or consumer usage. I understand that any willful misrepresentation on this application and any other grant related documents could result in a requirement to repay grant funds and/or a violation of Local, State and/or Federal code.

Type your full name as your "e-signature" \_\_\_\_\_

Date: \_\_\_\_\_

Type your full name as your "e-signature" \_\_\_\_\_

Date: \_\_\_\_\_

Type your full name as your "e-signature" \_\_\_\_\_

Date: \_\_\_\_\_

Type your full name as your "e-signature" \_\_\_\_\_

Date: \_\_\_\_\_

**VI. REQUIRED ATTACHMENTS TO BE SUBMITTED TOGETHER WITH APPLICATION**

- Copy of Current County or Town Business License

**OPTIONAL:**

- Any Other Relevant Information That Will Assist Us in Evaluating Your Grant Request

**VII. REQUIRED ATTACHMENTS TO BE PROVIDED UPON NOTIFICATION OF GRANT AWARD**

- Completed Current W-9 (REV/ October 2018)
- Copy of Unexpired, Government-Issued Identification (Passport, Driver's License etc.)  
(All co-signers must submit a copy of an unexpired, government-issued identification.)



Commonwealth of Virginia  
Office of the Governor

## Executive Order

### **NUMBER FIFTY-THREE (2020)**

#### **TEMPORARY RESTRICTIONS ON RESTAURANTS, RECREATIONAL, ENTERTAINMENT, GATHERINGS, NON-ESSENTIAL RETAIL BUSINESSES, AND CLOSURE OF K-12 SCHOOLS DUE TO NOVEL CORONAVIRUS (COVID-19)**

##### **Importance of the Issue**

The Commonwealth of Virginia continues to respond to the novel coronavirus (COVID-19) pandemic. On March 13, 2020, I ordered all K-12 schools in the Commonwealth closed for two weeks. On March 17, 2020, I, along with the Virginia State Health Commissioner, issued an Order of the Governor and State Health Commissioner Declaration of Public Health Emergency (later amended) limiting the number of patrons in restaurants, fitness centers, and theaters to no more than 10 per establishment. Despite these measures, COVID-19 presents an ongoing threat to our communities. Information from the Virginia Department of Health reveals occurrences of the virus in every region of the Commonwealth. Indeed, the data suggests that in several regions there may be community spread of the virus.

Now, we must take additional long term action to mitigate the impacts of this virus on our Commonwealth. Guidance on School Closures from the Centers for Disease Control and Prevention indicates that medium term closures (8-20 weeks) have greater impact on minimizing the spread of COVID-19 than shorter term closures (2-8 weeks). This guidance is consistent with the expertise of public health officials and their models of continuing spread of COVID-19 throughout the Commonwealth and the nation. Unnecessary person-to-person contact increases the risk of transmission and community spread. Consequently, we must limit such interactions to those necessary to access food and essential materials. Protecting the health and ensuring the safety of every Virginian is my highest priority.

##### **Directive**

Therefore, by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by § 44-146.17 of the *Code of Virginia* and in furtherance of Executive Order 51, I order the following:

1. Effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020, all public and private in person gatherings of 10 or more individuals are prohibited.
2. Cessation of all in-person instruction at K-12 schools, public and private, for the remainder of the 2019-2020 school year. Facilities providing child care services may remain open. On March 18, 2020, the Commissioner of the Virginia Department of Social Services, Duke Storen, issued [a letter](#) with guidance for daycare providers operating in the Commonwealth, including group size limits of 10 and stringent public health guidelines to prevent the spread of COVID-19. That guidance remains effective and I urge all Virginians with school-age children to review it. In addition, I urge child care providers to prioritize services for children of essential personnel, while asking all families with the ability to keep their children home, to do so. To that end, the Virginia Department of Social Services and the Virginia Department of Education will issue guidance to communities about operationalizing emergency child care services for essential personnel.
3. Closure of all dining and congregation areas in restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020. Restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets may continue to offer delivery and take-out services.
4. Closure of all public access to recreational and entertainment businesses, effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020 as set forth below:
  - Theaters, performing arts centers, concert venues, museums, and other indoor entertainment centers;
  - Fitness centers, gymnasiums, recreation centers, indoor sports facilities, and indoor exercise facilities;
  - Beauty salons, barbershops, spas, massage parlors, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed that would not allow compliance with social distancing guidelines to remain six feet apart;
  - Racetracks and historic horse racing facilities; and
  - 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, and all other places of indoor public amusement.



5. Essential retail businesses may remain open during their normal business hours. Such businesses are:
  - 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;
  - Medical, laboratory, and vision supply retailers;
  - Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;
  - Automotive parts, accessories, and tire retailers as well as automotive repair facilities;
  - Home improvement, hardware, building material, and building supply retailers;
  - Lawn and garden equipment retailers;
  - Beer, wine, and liquor stores;
  - Retail functions of gas stations and convenience stores;
  - Retail located within healthcare facilities;
  - Banks and other financial institutions with retail functions;
  - Pet and feed stores;
  - Printing and office supply stores; and
  - Laundromats and dry cleaners.
6. Effective 11:59 p.m., Tuesday, March 24, 2020 until 11:59 p.m., Thursday, April 23, 2020, any brick and mortar retail business not listed in paragraph 5 may continue to operate but must limit all in-person shopping to no more than 10 patrons per establishment. If any such business cannot adhere to the 10 patron limit with proper social distancing requirements, it must close.
7. All businesses shall, to the extent possible, adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and other appropriate workplace guidance from state and federal authorities while in operation.
8. Although business operations offering professional rather than retail services may remain open, they should utilize teleworking as much as possible. Where telework is not feasible, such business must adhere to social distancing recommendations, enhanced sanitizing practices on common surfaces, and apply the relevant workplace guidance from state and federal authorities.
9. Nothing in the Order shall limit: (a) the provision of health care or medical services; (b) access to essential services for low-income residents, such as food

banks; (c) the operations of the media; (d) law enforcement agencies; or (e) the operation of government.

Violation of paragraphs 1, 3, 4, and 6 of this Order shall be a Class 1 misdemeanor pursuant to § 44-146.17 of the *Code of Virginia*.

**Effective Date of this Executive Order**

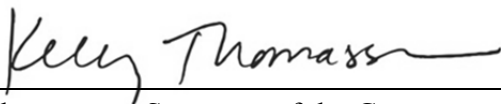
This Executive Order shall be effective March 23, 2020, amends Amended Order of the Governor and State Health Commissioner Declaration of Public Health Emergency, Order of Public Health Emergency One, and shall remain in full force and in effect until amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia, this 23rd day of March, 2020.



  
\_\_\_\_\_  
Ralph S. Northam, Governor

Attest:

  
\_\_\_\_\_  
Kelly Thomasson, Secretary of the Commonwealth



Commonwealth of Virginia  
Office of the Governor

## Executive Order

### **NUMBER FIFTY-FIVE (2020)**

#### **TEMPORARY STAY AT HOME ORDER DUE TO NOVEL CORONAVIRUS (COVID-19)**

To reinforce the Commonwealth's response to COVID-19 and in furtherance of Executive Orders 51 (March 12, 2020) and 53 (March 23, 2020) and by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by § 44-146.17 of the *Code of Virginia*, I order the following:

1. All individuals in Virginia shall remain at their place of residence, except as provided below by this Order and Executive Order 53. To the extent individuals use shared or outdoor spaces, whether on land or on water, they must at all times maintain social distancing of at least six feet from any other person, with the exception of family or household members or caretakers. Individuals may leave their residences for the purpose of:
  - a. Obtaining food, beverages, goods, or services as permitted in Executive Order 53;
  - b. Seeking medical attention, essential social services, governmental services, assistance from law enforcement, or emergency services;
  - c. Taking care of other individuals, animals, or visiting the home of a family member;
  - d. Traveling required by court order or to facilitate child custody, visitation, or child care;
  - e. Engaging in outdoor activity, including exercise, provided individuals comply with social distancing requirements;
  - f. Traveling to and from one's residence, place of worship, or work;

- g. Traveling to and from an educational institution;
  - h. Volunteering with organizations that provide charitable or social services; and
  - i. Leaving one's residence due to a reasonable fear for health or safety, at the direction of law enforcement, or at the direction of another government agency.
2. All public and private in-person gatherings of more than ten individuals are prohibited. This includes parties, celebrations, religious, or other social events, whether they occur indoor or outdoor. This restriction does not apply:
    - a. To the operation of businesses not required to close to the public under Executive Order 53; or
    - b. To the gathering of family members living in the same residence.
  3. Institutions of higher education shall cease all in-person classes and instruction, and cancel all gatherings of more than ten individuals. For purposes of facilitating remote learning, performing critical research, or performing essential functions, institutions of higher education may continue to operate, provided that social distancing requirements are maintained.
  4. Effective April 1, 2020 at 11:59 p.m., cessation of all reservations for overnight stays of less than 14 nights at all privately-owned campgrounds, as defined in § 35.1-1 of the *Code of Virginia*.
  5. Closure of all public beaches as defined in § 10.1-705 of the *Code of Virginia* for all activity, except exercising and fishing. Social distancing requirements must be followed.
  6. All relevant state agencies shall continue to work with all housing partners to execute strategies to protect the health, safety, and well-being of Virginians experiencing homelessness during this pandemic and to assist Virginians in avoiding evictions or foreclosures.
  7. As provided in Executive Order 53, nothing in this Order shall limit: (a) the provision of health care or medical services; (b) access to essential services for low-income residents, such as food banks; (c) the operations of the media; (d) law enforcement agencies; or (e) the operation of government.

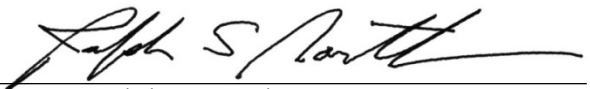
Violation of paragraphs 2, 3, 4, and 5 of this Order shall be a Class 1 misdemeanor pursuant to § 44-146.17 of the *Code of Virginia*.

**Effective Date of this Executive Order**


This Executive Order shall be effective March 30, 2020, amends Amended Order of the Governor and State Health Commissioner Declaration of Public Health Emergency, Order of Public Health Emergency One and Executive Order 53, and shall remain in full force and in effect until June 10, 2020, unless amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia, this 30th day of March, 2020.



  
\_\_\_\_\_  
Ralph S. Northam, Governor

Attest:

  
\_\_\_\_\_  
Kelly Thomasson, Secretary of the Commonwealth