



## **Isle Recover Business Assistance Grant Guidelines** *(November 20, 2020)*

### **Overview**

Isle of Wight County was awarded a grant from the Obici Healthcare Foundation's COVID-19 Response Fund for Counties and Cities and will use the funding to establish the Isle Recover Business Assistance Grant Program aimed at increasing fiscal assistance to businesses impacted by COVID-19 to recover and reopen. The County's Department of Economic Development will administer the grant program for all jurisdictions.

The grant is one-time financial assistance for eligible, for-profit small businesses (50 or fewer employees) to reimburse the costs of business interruption related directly or indirectly to certain sections of Governor Northam's Executive Orders 53 and/or Executive Order 55. Grants of up to \$3,000 per business are available. Businesses that have previously received grant funding from the County or other federal grant programs are eligible to apply. Brick and mortar and home-based businesses are encouraged to apply.

There is a limited amount of funding for this program. Grant applications will be processed and funded on a first-come, first-served basis upon submission of a complete application and supporting documentation.

Funds may be used to reimburse for-profit businesses for the costs of business interruption caused by closures and limitations imposed by sections of Govern Northam's Executive Order 53 and or Executive Order 55, and/or for anticipated costs of continuing business in this environment. These may include, but would not be limited to, the following: fixed-cost expenses (i.e., payroll, rent, supplies, utilities, insurance, etc.); capital expenditures related to office equipment purchase/refurbish, furniture, fixtures or equipment; business marketing/advertising adaptations in response to new market conditions (i.e., develop or expand online sales/e-commerce, delivery or take out; develop a new product line, etc.); and deep cleaning services, PPE, protective barriers, etc. Funds cannot be used to pay taxes due to Isle of Wight County, the Town of Smithfield or the Town of Windsor, the Commonwealth or federal government.

## **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 one or both of the following:
  1. Governor Northam's Executive Order 53, specifically Section #3, #4, or #6 (attached below)
  2. Executive Order 55, also known as the "Temporary Stay-At-Home Order" (attached below)
- Must be located in Isle of Wight County, the Town of Smithfield or the Town of Windsor
- Must be in good standing with local business taxes and licenses.
- Must have a current County or Town business license, except in cases of exemption of certain business sectors as defined by Virginia Code [§ 58.1-3703](#) and your local jurisdiction. New businesses that began operations in 2020 must have obtained a business license by June 4, 2020 for Isle of Wight County and Town of Windsor and by June 15, 2020 for Town of Smithfield.
- Had 50 or fewer employees as of Dec. 31, 2019

## **Required Documentation**

If approved, a completed W-9 and a copy of an unexpired, government-issued identification (i.e. Driver's License, Passport, etc.) for each person signing the application are required to receive grant funding. Grant payments will be issued approximately 4-6 weeks after the required documentation is received. (following notice of award).

## **How do I apply?**

To apply, businesses can access the application online beginning Tuesday, December 1, 2020 at 9:00 a.m. at the [Isle Recover Business Assistance Grant website](#). The application deadline is Friday, January 29, 2021. Completed applications will be processed in the order in which they were received.

## **Grant Application Process**

The completed application must be submitted electronically to the Isle of Wight County Economic Development Department. 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. If approved, a completed W-9 is required to receive grant funding. Grant payments will be issued approximately 4-6 weeks after the W-9 is received.

## **Questions?**

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