



Economic Development
Authority

Middlesex County ECONOMIC DEVELOPMENT AUTHORITY Application for EDA Micro-Grant Coronavirus Aid

In response to the recent economic impacts created by the COVID-19 pandemic the Middlesex County EDA is making \$100,000 available for small business assistance grants. Funds utilized for the program are being drawn from reserve funds generated by fees charged on past Industrial Revenue Bonds issued by the EDA. No local tax dollars are involved.

The Micro-Grant program will reimburse direct costs incurred by eligible Middlesex County small businesses due to business interruption caused by required closures or reduced hours of operation necessitated by the COVID-19 public health emergency. The program requires that businesses complete an application and provide appropriate materials for review by the Middlesex County Economic Development Authority.

Applications may be submitted immediately, will be reviewed by EDA/County staff and the grant award will be made upon approval by the Middlesex Economic Development Authority. Applications will be approved until funds are exhausted.

Some key points concerning the program:

- Individual business grants will be made up to \$5,000, or for the amount of documented, eligible expenses not exceeding \$5,000.
- Related and eligible costs for which reimbursement is requested must be incurred during the period March 1, 2020 through December 30, 2020.
- Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.
- Costs covered by insurance are not eligible for reimbursement.
- Assistance will be provided by Economic Development Authority staff in completing the EDA's application for these funds, if needed. Michelle Brown's email is m.brown@co.middlesex.va.us or her cell phone is 804-654-1363. (See page 4 for Business License or Tax question contacts.)
- Examples of expenses eligible for reimbursement include charges such as rent, mortgage, interest, salaries, utility bills and similar expenses which have been incurred necessary to the continued operation of the business
- The Middlesex Small Business Relief Micro-Grant Application Form must be completed by the business seeking aid – At the time of application you must fully respond to all questions and provide your gross monthly revenues for 2019 and 2020 to date. {Grants are retrospective rather than prospective}
- The completed application will need to have all necessary attachments for the application.
- Applications will be processed on a first, come, first served basis.
- **All propriety information provided as part of the grant application is reviewed and approved by the Middlesex County EDA, a public entity. Please be aware anything submitted may be subject to public disclosure pursuant to Virginia's Freedom of Information Act.**

Eligibility Criteria for Middlesex County Small Businesses

Grants will be available to those businesses who meet the following criteria. Applicants:

- (1) must be a Middlesex County or Town of Urbanna based for profit business with 2019 gross receipts of \$2.5 million or less
- (2) must have a minimum of one (1) full-time equivalent employees (FTE) (may be an owner and employee) up to ten (10) full-time equivalent (FTE) employees to be eligible to participate. (A full-time equivalent employee is calculated based upon a 40 hour work week. If two part-time employees each work 20 hours per week they are considered to be one full-time equivalent employee.)
- (3) shall have been in operation for at least two years (24 months) prior to March 1, 2020
- (4) must hold a current County or Town business license (BPOL) and be current on all county and town taxes (real estate, personal property, business license, etc.) must be paid through March 1, 2020
- (5) must certify that they have NOT received and/or expended federal PPP, SBA, or other sources of significant aid.
- (6) must demonstrate and document lost revenue since March 1, 2020
- (7) if employees were affected, demonstrate that employee layoffs and/or reductions in hours have occurred and payroll has been reduced (If employees were still paid though not working, that may qualify as a layoff)
- (8) complete a notarized, signed application, with required attachments as a complete and accurate statement
- (9) certify, as part of the application process, that they are aware that EDA officials may audit the application and expenditures of the EDA and the applicant and that if any information provided as part of the application process is found to be fraudulent, incomplete or inaccurate that the applicant may be required to repay funds to the EDA.
- (10) hobby businesses as defined by the [IRS section 1.183-2\(b\) of the Federal Tax Regulation](#) are not eligible to receive funds under this program. [Am I a Hobby or Business?](#)

Applicants shall provide as part of an application:

(A) a statement, or paid receipt, from the County Treasurer that as of March 1, 2020, all taxes have been paid.

(B) valid receipts or other evidence of charges such as rent, mortgage, interest, salaries, utility bills and similar expenses which have been incurred necessary to the continued operation of the eligible business. Such invoices or sales receipts or other documentation must be provided prior to reimbursement of costs. These receipts must contain dates during the period March 1, 2020 through December 30, 2020 and original copies should be attached to this application.

(C) in the case of an application from a commercial landlord who has permanently forgiven business rents, provide data as to tenant's name, business name, dates forgiven and amounts.

Tips for Middlesex County Applicants in Completing the EDA's Application

Gather all required financial documents. This is probably the hardest part of the application because you will have to locate all your documents and be able to scan or take a picture or copy so they can be attached to the application. The list below includes information that you should start gathering now to be ready:

Federal Taxpayer Identification Number - The application requires you to provide your Employer Identification Number (EIN), Individual Taxpayer Identification Number (ITIN), or your Social Security Number (SSN) – whichever is applicable to your business.

IRS W-9 Form – This form provides your correct Taxpayer Identification Number (TIN) or Employer Identification Number (EIN) and describes your business classification. [[Sample W-9 Form](#)]

IRS 941 Form for 1st Quarter of 2020 - This form is also known as the Employer's Quarterly Tax Form and is used by businesses to report the federal withholdings from most types of employees. [[Sample 941 Form](#)]

Middlesex County Account Numbers - This is important. You will need to find both your Business License Account and your Business Tangible Property Account Numbers. Have these ready to fill in on the application.

Middlesex County Business License – This may not apply to you . Please use this link to make that determination. [[Obtain License](#)] [[Business License Application](#)] [[BPOL Info](#)]

Middlesex Business Tangible Personal Property Return – All businesses, regardless of your gross receipts, are required to file a Business Tangible Personal Property tax return. Please have ready to copy your 2019 submitted forms. [[More Info](#)]

Mortgage Deferral or Rent Reduction – Did you request a mortgage deferral from the bank on your commercial building or ask your landlord for a rent reduction due to Covid-19? And did the bank or landlord provide that financial assistance? If they did, that's great and please provide that documentation. If you didn't ask, or you asked and didn't get it we would like to have that documentation too. Don't worry if you didn't ask or didn't get a break – this will not disqualify your business.

Business Recovery Plan – Provide a paragraph, but no more than 2 pages describing how your business plans to recover from COVID-19. The Recovery Plan should describe how your business operated in Phase 1, will operate in Phase Two and subsequent phases until we get back to normal operations. The Plan can include information that you are thinking about for new product development, marketing opportunities, customer engagement, and how to serve customers. The Plan should include a financial overview which can also include information on conserving cash and limiting expenses. And lastly, if your business is open to serving customers in person, then please include information on how you will follow the new CDC and Virginia Department of Health guidelines for businesses.

Middlesex Small Business Relief Micro-Grant Financial Form – At the time of application you will have to complete the Financial Form on your gross monthly revenues for January through May for

Application for EDA Coronavirus Relief Funds

Today's Date _____

1. Name of Business _____

2. Address of Business _____

3. Name(s) of Owner(s) _____

4. Federal Tax ID or Social Security Number _____

5. Email _____ Phone _____

6. Do you have a current business license? Yes No If yes, please attach a copy to this application.

7. Are you current on all County imposed taxes as of March 1, 2020?
 Yes No (meals, lodging, sales, business personal property & real estate taxes)

8.. Number of Employees (including owner(s)) _____

9. Circle what types of expenses you are seeking as a reimbursement:

Rent / Lease / Mortgage / Payroll / Utilities

OTHER: _____

10. Have you received other COVID-19 related grants or loans? Yes No
If yes, please describe them.

11. Please describe the current state of your business and your plans for reopening (if you are not already) and staying in business.

Middlesex Small Business Relief Micro-Grant Financial Form

12. Please provide your business gross monthly revenues for the following months.

2019 Gross Monthly Revenues:

January ___\$ _____

February ___\$ _____

March ___\$ _____

April ___\$ _____

May ___\$ _____

2020 Gross Monthly Revenues:

January ___\$ _____

February ___\$ _____

March ___\$ _____

April ___\$ _____

May ___\$ _____

Please make sure you have included everything on the CHECKLIST:

- ◆ Application for EDA Coronavirus Relief Funds
- ◆ Original Invoice, Receipt, Statement or Documentation of Requested Reimbursement (s)
- ◆ Copy of your Business License; For assistance contact Carrie DeGraw at 804-758-5332 or by email at c.degraw@co.middlesex.va.us.
- ◆ Copy of your IRS W-9 Form
- ◆ Copy of your IRS 941 Form
- ◆ Copy of 2019 Business Tangible Personal Property Return
- ◆ Mortgage Deferral or Rent Reduction documentation
- ◆ Business Recovery Plan (2 pages or less)
- ◆ Middlesex Small Business Relief Micro-Grant Financial Form
- ◆ Copy of Statement or Paid Receipt for Paid Taxes from County Treasurer Office; For tax assistance contact Kathy Thrift at 804-758-5302 or by email at KathyT@co.middlesex.va.us.

**Completed Applications can be emailed to Michelle Brown at m.brown@co.middlesex.va.us
Or mailed to: EDA Grant, Middlesex County, PO Box 428, Saluda, VA 23149 or delivered in
the drop box at 877 General Puller Hwy, Saluda , VA 23149 Questions call : 804-654-1363.**

This page is to notarize the application.

Under penalty of perjury I certify that all information provided in this application is complete, true and accurate to the best of my knowledge. Funds will be subject to repayment if any information in this application is found to be incomplete, untrue or inaccurate.

Signature and Title of Owner Commonwealth of Virginia
County of Middlesex

The foregoing instrument was subscribed and sworn before me this

_____ (day) of _____ (Month)

_____ (Year) by _____ (Name of Affiant)

Notary Signature _____

Registration No. _____

Commission Expiration Date: _____

Signature and Title of Owner Commonwealth of Virginia
County of Middlesex

The foregoing instrument was subscribed and sworn before me this

_____ (day) of _____ (Month)

_____ (Year) by _____ (Name of Affiant)

Notary Signature _____

Registration No. _____

Commission Expiration Date: _____

The applicant hereby acknowledges that the Economic Development Authority of Middlesex County have established certain criteria or qualified Applicants and applications, and that Applicants and applications that do not satisfy the established criteria shall not be considered. The criteria for qualified Applicants and applications are set out in the application materials. Applicant acknowledges and agrees that the determination of whether an Applicant or application satisfies the criteria for qualified Applicants and applications is solely in the discretion of the Economic Development Authority of Middlesex County.