

Attention Buckingham Small Businesses and NonProfits!



Buckingham Small Business Assistance Grant Program

The Buckingham County Board of Supervisors has announced new grant opportunities for small businesses and nonprofits that have been affected by the COVID-19 pandemic called the Buckingham Small Business Assistance Grant Program.

The Board has allocated funds from the COVID 19 Pandemic CARES grant funds for this effort to aid our small businesses and nonprofits. Businesses and nonprofits must meet certain eligibility guidelines, which include if a business received funds from this program earlier in the year, they are not eligible for additional funds.

Applications will be accepted until 4:30 P.M. on Friday, Dec. 4, 2020.

This program is to assist nonprofit agencies & small businesses of 20 or less employees (full time and part time equivalent to full time) that have been forced to close due the Governor's Executive Orders or that have suffered significant loss of revenue due to the COVID-19 Pandemic.

A copy of the qualification criteria and grant application can be found on the county website at www.buckinghamcountyva.org, by calling 434-969-4242, or by visiting the County Administrator's Office at 13360 West James Anderson Hwy, Buckingham, Virginia. It is important that all required supporting documentation be submitted with the application.

By Order of the Buckingham County Board of Supervisors
Rebecca S. Carter, County Administrator

Buckingham Small Business Assistance Grant Program Application

REVISED APPLICATION



PURPOSE: To support the small-business and nonprofit community which have been significantly impacted by the COVID-19 Pandemic.

FUNDING: To help the owners of locally-owned, non-franchise, for profit, brick and mortar businesses, and local or regional nonprofits that serve Buckingham County.

CRITERIA FOR ELIGIBILITY FOR BUSINESSES:

- Length of time in business. Must have been in business for at least six months prior to March 1, 2020. Business Owner must apply.
- Significant Impact. Must demonstrate reduction in sales and service.
- Location. Business must be located in the County of Buckingham.
- Small Business. Defined as 20 or fewer employees, whether full-time or part-time equivalents.
- Current on real estate and personal property taxes due prior to March, April, May, June or July 2020.
- Only owners of Brick and Mortar Business may apply. If an owner has more than one business, they may only apply for one business. If there is more than one owner of any one business, there will be only one grant to that business.
- The business is ineligible if it received funds from this program in the past.

CRITERIA FOR ELIGIBILITY FOR NONPROFITS:

- Must be based in Buckingham County and provide services to the citizens of Buckingham County.
- Nonprofits are eligible as long as the applied for financial assistance is used to distribute assistance to individuals in the county in need of financial assistance due to the covid, such as but not limited to rent relief.

- Must have been in active operation for at least six months prior to March 1, 2020. Nonprofit President/CEO/Executive Director of Designee must apply.
- Must be a 501C3 nonprofit agency and documentation must be provided.
- If nonprofit has been in operation for more than 12 months, must have had an independent audit conducted.
- Must demonstrate reduction in revenue (i.e. loss of money from limited fundraisers, etc.).
- Must demonstrate need for personal protective equipment (PPE).
- The non profit is ineligible if it received funds from this program in the past.

FUNDING LENGTH: Ends Dec. 5, 2020 or when funds are depleted.

USE OF FUNDS: Funds can be used for any of the following business purposes

1. Rent or Mortgage payments between March-November 2020.
2. Utilities (electric, water/sewer) for months between March-November 2020.
3. Inventory needed to restart business or nonprofit (must show receipts of purchases or demonstrate what is needed to be purchased to restart the business/nonprofit).
4. Loss of fund raising money that would have been used to provide direct service to the citizens that have been impacted by Covid.
5. Personal Protective Equipment or supplies for cleaning and sterilization of buildings and equipment or for serving the public.

PROCESS: Applications will be accepted until 4:30 P.M. on Friday, Dec. 4, 2020. The application includes pages 1-4 of this form and submitting all required attachments noted below with the attached affidavit notarized.

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REQUIRED INFORMATION

The business will need to provide the following documents.

1. Proof of loss in sales and services for businesses or loss of revenue and programming for nonprofits. All claims of loss must be certified using the attached sworn affidavit. The following are methods from which you can choose to prove loss; however, the method must show a clear comparison of sales or service income for businesses or loss of revenue and programming for nonprofits before and after COVID-19 restrictions.
 - a. Profit and Loss Statement from March-November 2020 showing individual months; or
 - b. A 90-day average of sales or revenue income for 10 months before October 15, 2020; or,
 - c. Previous year (2019) sales for the months of March-November, along with any real estate sales for the same months.
2. Copy of active State of Virginia Business License and 501C3 documentation (if non profit).
3. Documentation explaining the intended use of funds. An affidavit (attached) is required certifying the funds are to be used for the purposes stated. If there is more than one owner, each owner must provide the sworn affidavit.
4. Each business or non profit must provide a signed W-9 form with the business name matching the EIN or SSN. The Grant must be reported by the County as income to the IRS.

Please fill out the following (print or type)

Applicant Name:

First and Last Name(s) of Business Owner(s)/Nonprofit President/Designee

Business/Nonprofit Name:

Business/Nonprofit Address:

Business/Nonprofit Phone Number:

Business/Nonprofit E-Mail Address:

Was the business open or nonprofit operating on September 1, 2019 (six months before March 1, 2020)? Yes. If no, the business/nonprofit is not eligible.

For Businesses: Number of Employees before the reduction: Full Time _____
Part Time _____

For Non Profits: Number of events/fundraisers/drives held in calendar year 2019: _____
Number of Number of events/fundraisers/drives held in calendar year 2020: _____

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How long have you been in business/serving the public as a nonprofit?

How many employees do you have as of the date of this application? Full Time _____
Part Time _____

Were you mandated to close or not hold events? Yes _____ No _____

Have you had to lay off or furlough any employees? If Yes, how many?

Have you applied for any of the following government aid programs? (Check all that apply.)

If no, why not?

_____ Paycheck Protection Program

_____ Denied Funds, (if denied, please explain why)

_____ Approved but have not received funds

_____ Approved and have received funds

_____ SBA Economic Injury Disaster Loan

_____ Denied Funds (If denied, please explain why) _____

_____ Approved but have not received funds.

_____ Unemployment Benefits

_____ Denied Funds (If denied, please explain why)

_____ Approved but have not received funds

_____ Approved and Have received Funds

Other (for example rent or mortgage suspension) _____

Please provide a brief description of how the shutdown has affected your business/nonprofit and your plan to remain operational:

Please provide a description of your business/nonprofit: _____

Required Attachments- CHECK EACH TO CONFIRM

_____ Proof of loss in sales, operations, or service

_____ Documentation explaining the intended uses of funds

_____ Copy of Active State of Virginia Business License

_____ Signed W-9 form

_____ 501C3 documentation (for nonprofits)

_____ Independent Audit (for non profits)

_____ All claims of loss and use of funds must be certified with the notarized, sworn affidavit submitted with this application.

Buckingham Small Business Assistance Grant Program

AFFIDAVIT

STATE OF VIRGINIA

COUNTY OF _____ TO WIT:

**The undersigned, owner of
_____ (hereinafter “the business”)
after being duly sworn, hereby makes oath that all funds received by
the Business under the Buckingham Business Support Program shall
be used solely for the purposes set forth in the Business’s application
for said funds in order to keep the Business open and operating.**

WITNESS the following signature and seal, after being duly sworn.

_____(SEAL)

Signature

Print

Name _____

Subscribed and sworn to before me, a Notary Public for the State of Virginia at Large, in the County of _____, by _____, on this _____ day of _____, 2020/

My Commission expires _____

Notary Registration Number _____

(Notary Seal)

OATH

For the notary: After reviewing identification from the affiant, ask the affiant to raise his/her right hand and swear or affirm that the matters set forth in the application are true to the best of his/her knowledge.