



for Business
RENT & MORTGAGE RELIEF

GRANT GUIDELINES

The Open for Business – Recovery Assistance Grant was made available by Wythe County, Town of Wytheville and Town of Rural Retreat through Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and the Community Development Block Grant (CDBG) funding awarded from the Virginia Department of Housing and Community Development (DHCD). Administration of the grant program is provided by Downtown Wytheville Incorporated, Joint Industrial Development Authority of Wythe County, Visit Wytheville, and Wytheville-Wythe-Bland Chamber of Commerce on behalf of the localities. The remaining funds from this grant program provide one time, emergency funding to eligible, for-profit businesses located in Wythe County **for rent and mortgage relief** to assist with business disruptions due to the coronavirus (COVID-19). Limited funds are available. Applications must be submitted with all required documentation, as listed in these guidelines, for consideration.

ELIGIBILITY CRITERIA Wythe County businesses meeting all the below eligibility criteria are encouraged to apply:

- Must be an existing for-profit business, locally owned and operated in Wythe County
- Must demonstrate that they were operational pre-COVID-19 (March 1, 2020)
- Must be current on all local taxes, business licenses, and public loans (including but not limited to the JIDA Revolving Loan Fund) as of March 1, 2020
- Must demonstrate impacts due to COVID-19, (e.g., revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption)

GRANT AWARD Businesses may qualify for rent or mortgage relief as outlined below:

- Grants of up to **\$10,000** for a **maximum of six months** are available for rent and mortgage relief.
- Businesses with **20 or fewer employees** (full time equivalents - FTE) are eligible. For this purpose, two part-time employees will count as one full time equivalent.
- Funds will be distributed on a reimbursement basis from April 1, 2020, forward with proof of payment and verification.
- A check will be written upon award for rent expenses incurred to date.
- If a business has not met the six month or \$10,000 limit, relief may also be granted for future rent and mortgage payments extending beyond the date of application through the end of 2020.
- Subsequent checks for future payments may be issued through reimbursement requests after those rent or mortgage payments have been made.

ELIGIBLE GRANT USES Awards must be expended in compliance with state and federal law, and may be issued as:

- Reimbursement for rent or mortgage expenses

INELIGIBLE GRANT USES Grant funds may not be used for:

- Payment of town or county utility expenses (e.g., water and sewer bills)
- Payment of state, county, or town taxes
- The same use as previously received CARES Act funding (ex: if the business has received PPP funds, they may not use this grant to cover payroll for the same time period)

Guidelines Continued

INELIGIBLE BUSINESSES The following businesses are not eligible:

- Businesses who have previously received funding from Wythe County’s Open for Business grant program
- Businesses not currently in operation or are permanently closed
- Banks and financial services
- Charitable, religious, governmental, or other non-profit organizations
- Independent contractors operating multilevel or network marketing businesses (e.g., Avon, Mary Kay, Pampered Chef, Sabika, etc.)
- Franchise businesses, *except those franchises which are locally owned and operated*
- Businesses engaged in speculation or investment in rental real estate
- Businesses determined ineligible under SBA guidelines listed here: <https://www.sba.gov/partners/lenders/7a-loan-program/terms-conditions-eligibility#section-header-19>

HOW TO APPLY

Businesses can access the application online at www.madewythepride.org. Applications may be submitted by email to adminspc@downtownwytheville.org, or mailed or delivered to the Downtown Wytheville office located at:

Downtown Wytheville Incorporated
180 West Main, Suite 4
Wytheville, VA 24382

REQUIRED DOCUMENTATION

- Completed Application
- Proof of rent/mortgage payments (front & back processed check images, bank printouts of draft payments)
- Copy of current lease agreement
- Monthly financial statements for the first six (6) months of 2020 including profit & loss and balance sheet
- Financial Impact Statement (spreadsheet provided at madewythepride.org)

Applications are subject to verification. Application submission does not guarantee grant awards. Each application must be accompanied by all required documentation to be eligible for consideration. Complete applications will be accepted and considered immediately, and grants will be awarded until funds have been depleted. Grants from government entities are generally considered income and therefore taxable – please consult with your accountant or tax preparer for more information.

For any questions or program clarification, please contact one of our administrative partners:

Downtown Wytheville
(276) 223-3343
exedir@downtownwytheville.org

Joint IDA of Wythe County
(276) 223-3370
John.matthews@wytheida.org

Wytheville-Wythe-Bland Chamber of Commerce
(276) 223-3365
chamber@wytheville.org

By signing, I am agreeing with the guidelines for Wythe County’s Open for Business Recovery Assistance Grant.

AUTHORIZED BUSINESS REPRESENTATIVE

Business Name: _____

Applicant Name: _____

Signature: _____ Date: _____





for Business
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GRANT APPLICATION

For internal use only	
Received on: _____	<input type="checkbox"/> Complete
<input type="checkbox"/> Rent & Mortgage	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied	Auth: _____

Legal Business Name: _____

DBA (if different): _____

When was the business established?: _____ EIN: _____

Business Owner(s): _____ DUNS: _____
If you do not have a DUNS number, you can register for one at <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or call 1-866-705-5711.

Applicant Name: _____ Title: _____
(if applicant is not the business owner)

Business Website: _____ Facebook: _____

Business Location

Contact Information (if different from physical location)

Address

Address

City/State/Zip

City/State/Zip

Phone

Phone

Email

Email

2019 Gross Revenue as reported on your tax return: _____

Revenue: Total company income to include gross receipts, sales, rents, and royalties, as listed on the gross receipts or sales line of the tax return.

Number of full-time equivalent employees as of January 1, 2020: _____

Number of full-time equivalent employees as of June 1, 2020: _____

Number of full-time equivalent employees as of September 1, 2020: _____

For this purpose, two part-time employees will count as one full time equivalent.

- Type of Business:** Agriculture Automotive Childcare Construction Entertainment/Art Lodging Medical
Manufacturing/Machining Professional Services Restaurant Retail Salon/Personal Care
Transport/Warehouse Other: _____

Have you received funding from the Paycheck Protection Program (PPP)? _____ **If so, how much?** _____

Have you received any other COVID-19 funding? Source: _____ **Amount:** _____

Please describe how your business has been impacted by COVID-19:

Month	Amount Paid	Future Payments	Have you received other Rent or mortgage assistance for any of these months?
April 2020			
May 2020			
June 2020			
July 2020			
August 2020			
September 2020			
October 2020			
November 2020			
December 2020			

I have attached:

- Proof of rent/mortgage payments
(front & back processed check images, bank printouts of draft payments)
- Copy of current lease agreement
- Monthly financial statements for the first six (6) months of 2020 including profit & loss and balance sheet
- Financial Impact Statement
(statement spreadsheet available on madewythepride.org)

I certify that:

- The information I have provided is accurate
- The business holds a current business license (where applicable)
- The business is current on all local business taxes
- The business is current on any loan obligations
- I am authorized to apply for this grant on behalf of the company

If awarded this grant, I agree to abide by the program guidelines and provisions of the grant agreement.

AUTHORIZED BUSINESS REPRESENTATIVE

Business Name: _____

Applicant Name: _____

Signature: _____ Date: _____

Additional applications can be found at www.madewythepride.org. Completed applications and attachments may be emailed to john.matthews@wytheida.org. Mail or drop off applications at 190 South 1st Street, Wytheville, VA 24382.

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