



**COVID-19  
Community Development Block Grant Application  
For Small Businesses**

**Business Information**

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Number Full Time Equivalent Positions at date of grant application: \_\_\_\_\_

**Woman owned business?** YES \_\_\_ NO \_\_\_      **Minority owned business?** YES \_\_\_ NO \_\_\_

**Is the business Section 3 Certified?** YES \_\_\_ NO \_\_\_

Physical Address: \_\_\_\_\_

Lease or Own: \_\_\_\_\_ Home or Commercial Based: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

**Use of Grant Funds (Be specific - Attach additional sheets if necessary):**

---

---

---

**Please describe how your business has been affected by the impact of COVID-19 and Executive Orders 53. (Attach additional sheets if necessary)**

---

---

---

**Summary of Costs**

Total Grant Funds Requested for COVID-19 Recovery Related Expenses *(Limit of \$5,000 per business)*

Reopening Costs Amount Requested: \_\_\_\_\_ Rent Relief Amount Requested: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

**Certifications and Signatures:**

I understand that all approved items must have been purchased/paid after the Governor of Virginia declared the COVID-19 emergency (March 13, 2020) and before June 22, 2021. All reimbursement requests must be made no later than June 22, 2021 or approved funds will be forfeited. I agree to submit copies of all paid invoices/receipts and copies of all required permits and approvals in order to receive approved grant funds. I understand that grant funds will be awarded on a first-come, first-served basis and that applications may be evaluated based on the following criteria, at the discretion of the City of Poquoson, their staff representatives, and/or the COVID-19 Small Business Grant Review Board:

- proposed use of the grant funds & the extent to which the request is COVID-19 recovery related
- extent to which my business was affected by the COVID-19 pandemic and Virginia’s Executive Orders 53
- current number of employees at grant application date

I certify that I have read and understand the City of Poquoson COVID-19 Small Business Grant requirements and that the information contained herein is true, complete and correct to the best of my knowledge. I certify that this business is currently open for business in some capacity as of this application date. 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.

**I (Applicant) hereby confirm that \_\_\_\_\_ is currently a licensed business located in City of Poquoson and that said business is not a corporately-owned national chain. I certify that my company currently employs less than twenty (20) full time equivalent employees. I confirm that I have not received funding from any other local, state, or federal assistance program for the same expenses I am requesting reimbursement for on this application under this City of Poquoson program. Lastly, I certify that my company is current with all local taxes, licenses, permit fees, etc. and that my company is in compliance with all City of Poquoson ordinances.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### **Examples of Acceptable Uses of Funds:**

Per the grant program guidelines, approvable expenses are those that are directly related to the reopening of the business per the State of Virginia's reopening guidelines specific to your industry. Examples include:

- Purchase of protective supplies, tools, equipment, or inventory
- Cleaning services or supplies
- Property improvements or renovations of a commercial location to accommodate social distancing and/or outdoor dining, recreation, etc.
- Software/Hardware expenses to accommodate delivery, online payments, online reservations, etc.
- Signage, advertising, marketing expenses, etc. to promote that your business is open/operating under modified conditions, to promote proper distancing/sanitization, etc.
- Rent Relief

***Please attach the following items to this application:***

- Copy of 2019 & 2020 City of Poquoson Business Licenses
- Completed IRS Form W9
- Detailed paid receipts for each service, item or project for which you are requesting reimbursement. (Bank statements, canceled checks, and/or credit card receipts may also be acceptable.)