



CARES Act Emergency Grant Program

Program Description

The City of Winchester will be awarding grants to eligible, locally owned micro-sized businesses, large-sized businesses, and 501c3 non-profit organizations that have been negatively impacted by the COVID-19 pandemic. Micro-sized businesses are described as those that employee between zero and forty-nine W-2 employees and have less than \$2.5 million in annual gross receipts. Large-sized businesses are described as those that have more than forty-nine W-2 employees.

Qualification Criteria

- Must be located within the corporate limits of the city of Winchester
- Must be able to demonstrate at least a 25% loss in revenue attributed to the COVID-19 pandemic either by an interruption of business operations, or COVID-19 related expenditures.
- Must provide a 6 to12 month projection of cash flow
- Businesses should be located within a commercially zoned address
- Provide documentation for the proposed use of grant funds. Qualifying expenditures include payments of rent, mortgage, payroll, utilities, and other operational business expenditures deemed applicable under the CARES act program relating to COVID-19.
- Business applicants must be for-profit, independently owned (non-national chain and/or nationally recognized franchise)
- Business applicants must possess a valid Winchester City business license
- Applicants cannot have previously received a Disaster Relief Loan from the Winchester EDA on, or after April 1, 2020
- All applicants must be up to date on local tax payments
- Businesses must have been open and operational from at least January 1, 2020 to qualify

Instructions

Applications may be found on the City of Winchester (www.winchesterva.gov) and the Economic Development (www.developwinchesterva.com) websites. Applicants should email their completed application, along with all materials to shirley.dodson@winchesterva.gov. In the SUBJECT line of your email please include your "business/organization's name" and "CARES grant program". In the body of the email on the first line, please list all your contact information. Please Attach all required documents in the same email. Incomplete applications will impact your business' eligibility to receive grant funds. You may also mail your completed application and materials to 33 East Boscawen Street, Winchester, VA 22601 if received by the deadline of **July 15, 2020 by 5 p.m.**

Required Documents

- Completed and signed application form
- Filled out "Grant Use of Funds" and "Financial Analysis" Tables on pg. 3
- Copies of the bills for which you are seeking reimbursement. For rent, please include a copy of your lease.
- A projection of cash flow for the next 6 to 12 months
- A Winchester City Business License, if applicable
- IRS Form 501(c)(3) Exemption Letter (non-profits)
- IRS Form 990 (non-profits)

1. Check the box below that best describes your business/organization:

Non-Profit

Micro-Sized Business (less than 49 employees)

Large-Sized Business (more than 49 employees)

2. Name of Business or Organization:

3. Applicant Name & Title:

4. Mailing Address:

5. E-mail Address:

6. Phone Number:

7. Federal Tax ID#, or SSN #:

8. Date of opening in Winchester City:

9. Business/Organization Description (services/products offered):

10. Please describe how COVID-19 has impacted your business/operation and your plan to remain open:

11. Summary:

Monthly Rent/Mortgage (specify which) \$

Monthly Utilities \$

Monthly Insurance \$

Annual Gross Receipts \$

Average Wage (payroll divided by employees) \$

12. Financial Analysis Table: Please enter the 12-month revenue, expenses, and taxable income totals for fiscal years ending in 2018 & 2019. Enter 1-month revenue, expenses, and taxable income totals for January to April of 2020.

Income Statement	Fiscal Year 2018	Fiscal Year 2019	By Month (Actuals) in 2020			
			Jan	Feb	March	April
Revenue	\$	\$	\$	\$	\$	\$
Less Total Expenses	\$	\$	\$	\$	\$	\$
Taxable Income	\$	\$	\$	\$	\$	\$

13. Grant Use of Funds Table: What operations will be covered/reimbursed using these grant funds?

Expense	Description	Cost
Rent		
Mortgage		
Payroll		
Benefits		
Insurance		
Utilities		
Marketing		
Vendor		
Equipment		
COVID-19 Related Supplies		
Other		

14. Employment Information:

Part-time

Full-time

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

15. If you are closed or limited capacity, check all that apply:

State mandate

Supply chain disruption

Health and safety concerns

Workforce availability

Not enough customer-demand to sustain operations

Other:

16. Have you applied for any additional aid during this time? If so, please explain if the funds have been accepted, denied, or are pending.

PPP

SBA Economic Injury Disaster Loan

Unemployment Benefits

Other (Rent suspension, EDA Disaster Relief Loan, etc.)

By signing below, I authorize Development Services staff to make inquires as necessary to verify the accuracy of the statements made and to determine my eligibility for the grant. I certify the above and the statements made in the attachments are true and accurate as of the stated dates. I understand that FALSE statements may result in forfeiture of benefits. I understand that if I move my business outside of the City of Winchester within one year of receiving grant funds, I may have to return the full amount of the grant award.

Signature

Date

Questions? Please contact the Development Services Department. Shawn Hershberger, Development Services Director, shawn.hershberger@winchesterva.gov, 540-722-7577
Shirley Dodson, Business & Community Development Manager, shirley.dodson@winchesterva.gov, 540-247-1826.