



## CARES Act Emergency Grant Program- Round 2

### 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 employ 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.

### Qualifying Reimbursable Expenses

Payments of rent/mortgage on a commercial/non-profit building, payroll, safety and cleaning equipment, utilities, insurance, and other operational business expenditures deemed applicable under the CARES act program relating to COVID-19.

### Instructions

Applicants should email their completed application, along with all materials to [shirley.dodson@winchesterva.gov](mailto:shirley.dodson@winchesterva.gov). Please include your "business/organization's name" and all your contact information. Incomplete applications will impact your eligibility to receive grant funds. You may also mail your completed application and materials to Rouss City Hall, Attn: Shirley Dodson, 15 N. Cameron Street, Winchester, VA 22601 if received by the deadline of **September 30<sup>th</sup>, 2020 at 5 p.m.**

### Business Applicant Criteria

- Must be located within the corporate limits of the city of Winchester.
- Demonstrate at least a 15% loss in revenue attributed to the pandemic.
- 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, or a Round 1 Cares Act Emergency Grant.
- All applicants must be up to date on local tax payments before receiving grant payment.
- Businesses must have been open and operational from at least February 1, 2020 to qualify.

### Business Applicant Required Documents

- Provide a 6 to 12 month projection of cash flow.
- A fully completed and signed application form.
- Copies of the bills for which you are seeking reimbursement beginning on, or after March 1, 2020. For rent reimbursement, please include a copy of your lease, as well as, copies of rent checks paid.
- A Winchester City Business License.

### Non-Profit Applicant Criteria

- Must be located within the corporate limits of the city of Winchester.
- Applicants cannot have previously received a Round 1 Cares Act Emergency Grant.
- Must have been operating in the city from at least February 1, 2020 to qualify.

### Non-Profit Applicant Required Documents

- A fully completed and signed application.
- Copies of the bills for which you are seeking reimbursement beginning on, or after March 1, 2020. For rent reimbursement, please include a copy of your lease, as well as, copies of rent checks paid.
- IRS Form 501(c)(3) Exemption Letter.
- A most recent copy of IRS Form 990.

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:

12. Financial Analysis Table: Enter 1-month revenue, expenses, and taxable income totals for January 2020 through August of 2020.

Income Statement	By Month (Actuals) in 2020						
	Jan	Feb	March	April	May	June	July
Revenue	\$	\$	\$	\$	\$	\$	\$
Less Total Expenses	\$	\$	\$	\$	\$	\$	\$
<b>Taxable Income</b>	\$	\$	\$	\$	\$	\$	\$

13. Please enter the 12-month revenue, expenses, and taxable income totals for fiscal years ending in 2018 & 2019.

	2018	2019
Revenue	\$	\$
Less Total Expenses	\$	\$
<b>Taxable Income</b>	\$	\$

14. Grant Use of Funds Table: What operations will be covered/reimbursed using these grant funds? Remember to submit all bills and invoices with your application.

Expense	Description	Cost
Rent		
Mortgage		
Payroll		
Benefits		

Insurance		
Utilities		
COVID-19 Related Marketing Expenses		
Equipment Rentals		
COVID-19 Supplies		
Other		

15. Employment Information:

Average Monthly Wage (payroll divided by employees) \$

Part-time

Full-time

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

16. 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:

17. 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 inquiries 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](mailto:shawn.hershberger@winchesterva.gov), 540-722-7577  
Shirley Dodson, Business & Community Development Manager, [shirley.dodson@winchesterva.gov](mailto:shirley.dodson@winchesterva.gov), 540-247-1826