

## ELIGIBILITY CHECKLIST, EXAMPLES OF ELIGIBLE COSTS, AND HOW TO APPLY

*This document is designed to guide a Purcellville business owner through the process of applying for business interruption grants in the Town of Purcellville. If you have any questions, please contact [businessgrants@purcellvilleva.gov](mailto:businessgrants@purcellvilleva.gov) or 540-751-2312.*

### **ELIGIBILITY CHECKLIST- YOU MUST BE ABLE TO ANSWER 'YES' TO THESE QUESTIONS TO BE AN ELIGIBLE RECIPIENT:**

- ✓ Is your business for-profit, operating from a physical location within the Town of Purcellville (as reported on the Town business license) before March 1, 2020?
  - Documented cost of business interruption or reported loss of revenue, caused by COVID-19, must be *related only to the location within the Town of Purcellville*.
- ✓ Are you current on all Town taxes, licenses, and permits as of the grant submission date?
- ✓ Does your business have less than or equal to fifty (50) hourly or salaried employees?
- ✓ Is your business able to demonstrate a minimum of a 25% loss in revenue that can be attributed to COVID-19, based upon reported gross revenue for a comparable period in 2019?
- ✓ Has your business been in operation for one (1) year OR
  - If less than one (1) year, has it been subject to closure as a non-essential business under Governor Northam's Executive Order 53; OR
  - Can your business show a minimum of a 25% loss compared to their estimated business revenue?
- ✓ Does your business have annual gross receipts of less than \$2.5 million in gross annual receipts for the 2018 and 2019 fiscal years?
- ✓ Are you applying for a necessary expenditure(s) incurred as a result of, and used for actions taken, to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)?
- ✓ Did your expenditures incur during the period that begins on March 1, 2020 and will end on December 30, 2020?
- ✓ Are you willing to submit certification that your COVID-19 related expenses are indeed eligible costs? You may be required to show documentation for all expenses. See next section for eligible costs.
- ✓ Do you agree to return any funds that are not spent and/or are not eligible expenses by Dec. 31, 2020?

## EXAMPLES OF ELIGIBLE COSTS:

- Assistance with paying the following company bills: rent/mortgage, utilities (electric/gas), payroll, and employee benefits
- Expenses to accommodate remote business operations and technology needs, such as webcams, subscriptions for virtual video conferencing, and laptops
- Costs incurred during a reopening process, including the additional business interruption that happens when a small business must limit their accessibility to the public, and for displaying and/or communicating state-based requirements for public access
  - o Examples: tables, chairs, tents purchased for curbside service; printing signs and posters.
- Operating costs of the purchase of items meant to protect the public and employees, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures to reopen a business
  - o Examples: tape and rope for designating social distancing space; protective masks; hand sanitizer; sanitizing wipes.
- Modifications to allow outdoor **food** service – assistance with qualified expenses for food establishments to allow for outdoor seating for social distancing and adherence to physical distancing guidelines as defined in the State of Virginia Phase 2 and Phase 3 opening guidelines
  - o Examples: tables, chairs, tents, printing signs/posters, tape/rope for social distancing space, protective masks, hand sanitizer, sanitizing wipes, no-touch card swiping devices, and other protective supplies.

*Note: this can be expenses incurred in the past (back to March 1<sup>st</sup>) or the future (through December 30, 2020).*

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## AVAILABLE FUNDING:

The Town of Purcellville will award funding to eligible applicants for eligible expenses. Each business will fall into one of four (4) categories. Funding varies between categories. The amount provided to each eligible business will be the **maximum** amount listed below, UNLESS the business applies in category 1 and indicates they need less than the maximum amount.

Note: *Documentation of expenses will be required.*

- **Category 1:** Modifications to Allow Outdoor Food Service –
  - o Each business will receive **\$8,000** per business unless a lesser amount is requested.
  - o Businesses who apply in this category cannot apply in other categories
  - o Businesses who were awarded in this category in Round 1 cannot be awarded a second time in this category. However, they may apply and be awarded in another category
- **Category 2:** Businesses with annual gross receipts less than \$100,000 –
  - o Each business will receive **\$5,000** per business
- **Category 3:** Businesses with annual gross receipts between \$100,000 - \$500,000 –
  - o Each business will receive **\$6,000** per business
- **Category 4:** Businesses with annual gross receipts between \$500,000 - \$2,500,000 –
  - o Each business will receive **\$7,000** per business

## HOW TO APPLY:

If your purchases/services are eligible expenses, you may request reimbursement of previous funds spent and/or you may request money for expenses you will need through December 30, 2020.

Step 1: Determine the grant category in which you should apply:

- **Category 1:** Modifications to Allow Outdoor Food Service – up to \$8,000 per business
  - o Businesses who apply in this category cannot apply in other categories
  - o Businesses who were awarded in this category in Round 1 cannot be awarded a second time in this category. However, they may apply and be awarded in another category
- **Category 2:** Businesses with annual gross receipts less than \$100,000 will receive \$5,000 per business
- **Category 3:** Businesses with annual gross receipts between \$100,000 - \$500,000 will receive \$6,000 per business
- **Category 4:** Businesses with annual gross receipts between \$500,000 - \$2,500,000 will receive \$7,000 per business

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Step 2: Gather the information/documentation you will need to apply. This includes:

- Revenue calculations. You need to confirm the business took a minimum 25% loss due to the COVID-19 economic downturn. You can compare revenue generated during a quarter (3 months) of 2019 vs. a quarter of 2020. For example, April, May, June 2019 and April, May, June 2020
- Tax ID number
- W-9 form
- EIN number (if applicable)
- Actual Fiscal Year 2018 Gross Revenue
- Actual Fiscal Year 2019 Gross Revenue
- Projected Fiscal Year 2020 Gross Revenue before COVID-19
- Type of business

Step 3: Fill out the Business Interruption Grant Application. You will need the information listed above. This should take approximately 20-30 minutes if you have gathered the information above.

Next Step: The Town of Purcellville will confirm the business's eligibility, then make recommendation for funding. This round of funding will be open until Tuesday, September 29<sup>th</sup>.