



## Town of Clifton Forge

### Economic Resiliency Grant Initiative Application

#### Application Checklist:

- Completed and signed APPLICATION
- W-9 FORM. You may download one at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- State of Virginia SALES OR MEALS TAX REPORT
- Copy of your BUSINESS LICENSE
- Please provide a copy of the invoice and proof of payment for ELIGIBLE EXPENDITURES

Legal Name of Business: \_\_\_\_\_

DBA: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Physical Address in Clifton Forge: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Town of Clifton Forge**  
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What is the nature of your business? \_\_\_\_\_

Is your business for profit?      YES    NO

How many employees in were working in Clifton Forge as of February 29, 2020? \_\_\_\_\_

Full Time: \_\_\_\_\_     Part Time: \_\_\_\_\_     Total: \_\_\_\_\_

How many employees were working in Clifton Forge as of June 30, 2020? \_\_\_\_\_

Full Time: \_\_\_\_\_     Part Time: \_\_\_\_\_     Total: \_\_\_\_\_

Current Status of Business:

- Open with Normal Operations
- Operating Virtually
- Delivery/Takeout Only
- Open with Limited Capacity
- Closed Temporarily
- Other

Is your business physically located and based in the Town of Clifton Forge, Virginia (meaning the Town of Clifton Forge is the principal place of business), employing 25 or fewer employees?

YES    NO

Do you have a valid Town of Clifton Forge Business License?

YES    NO

Is your business in compliance and in good standing with all local ordinances including, but not limited to, being current on all required taxes?

YES    NO

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Was your business in operation prior to March 15, 2020 (date of the “Emergency Declaration” by the Governor) and is it currently in operation as of the date of this application?

YES    NO

Did your business suffer a loss of revenue or income after March 15, 2020 due to COVID-19?

YES    NO

How much money do you estimate your business has lost due to COVID-19 as of the date of this application?

\$ \_\_\_\_\_

The maximum amount of grant funds you can request is \$5,000. Please indicate the amount of funds you are requesting.

\$ \_\_\_\_\_

To be eligible for reimbursement, expenses must have been incurred and paid after March 15, 2020. The maximum amount of funds you can request is \$5,000. NOTE: Do NOT request reimbursement for payroll that is covered by the Paycheck Protection Program (PPP), cash advance of the Economic Injury Disaster Loan (EIDL) programs or other federal or state funds. You must provide a copy of each invoice and proof of payment (i.e. copy of cleared check) for any of the following:

Cleaning services and supplies

Personal Protective Equipment (PPE)

Website development or updates

Marketing or advertisements

Technology enhancements for telework

Utilities (Gas, Electric, Communication)

Professional services related to the design and construction/alteration of the facility to promote physical and social distancing, as well as the actual costs for the alterations such as installation of an acrylic/polycarbonate barrier to create a shield

Mortgage/Lease/Rent payments

Accounting

## Town of Clifton Forge

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By submitting this application, you verify that the statements contained in the application are true, accurate, and complete. You acknowledge that any grant funds would be disbursed on a reimbursement basis only and that fully completed applications (with all attachments) deemed eligible will receive fund reimbursements on a first-come, first-served basis. All documentation must be submitted with your application to be considered for reimbursement. Any application submitted without ALL appropriate documents will be returned to you. Any false or inaccurate statements made on the application shall be grounds for immediate rejection. You acknowledge that the information provided in the application may be subject to disclosure, including under the Virginia Freedom of Information Act. By submitting this application, you give permission and waive confidentiality of any tax information necessary for the Town of Clifton Forge and the Clifton Forge Economic Development Authority to verify your tax payment status, licensing status, or other grant eligibility requirements. You also acknowledge that all grant award decisions are final and are not subject to appeal.

By selecting "I agree" below, you acknowledge and agree to all of the foregoing provisions.

- I agree
- I do not agree

Authorized signature: \_\_\_\_\_

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

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

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

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