



Town of Clifton Forge

Economic Resiliency Grant Initiative Guidelines

The Town of Clifton Forge is offering an Economic Resiliency Grant Initiative to help our small local businesses impacted by the COVID-19 pandemic. This initiative will provide relief for small businesses that are struggling due to economic shutdown or modification of traditional service methods. This funding support is driven by the Coronavirus Relief Fund under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligibility Criteria:

Small businesses must be physically located in Clifton Forge.

Businesses must employ 25 or fewer employees.

Relief is specific to reimbursement of expenses associated with the Coronavirus Pandemic beginning March 15, 2020 (date of the “Emergency Declaration” by the Governor).

Businesses must be in operation prior to March 15, 2020, and currently “Open for Business” as of the date of application.

Businesses must have a current business license and be in good standing with all local ordinances including, but not limited to, being current on all required taxes.

Sole proprietorships and individuals who are self-employed and earning income directly from one’s own business profession (i.e. insurance agents, accountants, freelancers, etc.) are eligible for grant consideration.

One grant per business location.

Ineligible Businesses:

If you plan to apply for assistance from the Rebuild VA economic recovery fund, receipt of CARES Act funding makes your business ineligible.

Corporation owned franchises

Banks and Financial Institutions

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Business Expenses Eligible for Reimbursement

Any of the following expenses incurred after March 15, 2020 and deemed necessary for business survival are eligible for reimbursement. Examples include:

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

Ineligible Expenses

Reimbursements for payroll that are covered under the Payroll Protection Plan (PPP) and/or cash advance from the Economic Injury Disaster Loan (EIDL) or any other state or federal funds;

Anything purchased prior to March 15, 2020;

Any reimbursement used to replace lost revenue;

Anything not deemed “necessary” for operation of business; and

Any expenses submitted under the Small and Non-Profit Business Recovery Grant program that is funded with Community Development Block Grant (CDBG) Program funds administered by the Allegheny Highlands Chamber of Commerce and Tourism. Expenses submitted for reimbursement on this application must not have been submitted for reimbursement under the CDBG Program. There can be no duplication of grant awards.

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Required Documentation

- 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

Grant funds will be disbursed on a reimbursement basis only. Funds will be awarded on a first come-first served basis for businesses that document and provide eligibility and qualifying reimbursement expenses. Any application submitted without required documentation will be deemed incomplete and returned to you. Incomplete applications will be reviewed once required documentation has been submitted if funds are available.

The Town of Clifton Forge and the Clifton Forge Economic Development Authority reserve the right to deny grant funds or the reimbursement of expenses not covered under the CARES Act Guidelines.

By applying for grant funds, the applicant verifies that the statements contained in the application are true, accurate and complete. Any false or inaccurate statements made on the application shall be grounds for immediate rejection. The applicant acknowledges that the information provided in the application may be subject to disclosure, including under the Virginia Freedom of Information Act. By applying for grant funds, the applicant gives permission and waives confidentiality of any tax information necessary for the Clifton Forge EDA and the Town of Clifton Forge to verify the applicant's tax payment status, licensing status, or other grant eligibility requirements. The applicant acknowledges that all grant award decisions are final and not subject to appeal.

The Grant Review Team shall consist of the Clifton Forge Town Manager, the Town of Clifton Forge Finance Director, and a Clifton Forge EDA board member. Applications will be reviewed on a rolling basis as they are received. The Grant Review Team shall provide a financial report to the full EDA Board at its regularly scheduled meeting.

Please return completed application and all required documents via email to rmohler@cliftonforgeva.gov. If you are unable to email these documents, you may return the application and supporting documents to Clifton Forge Town Hall, 547 Main Street, Clifton Forge, VA 24422. The application is available at Clifton Forge Town Hall, and at the website www.cliftonforgeva.gov. If you have additional questions, please contact rmohler@cliftonforgeva.gov or call 540-863-2500.