



NORTHUMBERLAND COUNTY, VA Small Business COVID-19 Relief Grant Program Overview

The **Northumberland County Small Business COVID-19 Relief Grant Program** (the Program) funds have been made available by the Northumberland County Board of Supervisors from the County's Coronavirus Relief Funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Administration of the Program will be coordinated by the Northern Neck Planning District Commission. The Program provides a one-time, emergency grant to eligible, for-profit small businesses in Northumberland County to assist with unplanned costs incurred as a direct result of business interruptions and mandated business closures due to the coronavirus (COVID-19). There are a limited amount of funds available for the Program; therefore, eligible businesses will be funded on a first come first serve basis when a completed application is received. Applications submitted without all required documentation will be deemed incomplete and, therefore, ineligible for consideration. Any questions regarding this grant should be sent to ncgrant@nmpdc17.state.va.us.

Application period (Round 1): Open September 21, 2020 through 11:59 P.M. October 30, 2020.

Amount: The maximum grant amount under this program is \$7,500 per business establishment.

ELIGIBILITY

SMALL BUSINESS ELIGIBILITY

To be eligible to participate in the Program, a business entity must:

- a. Have been an established business since January 1, 2020 and have at least one (1) full-time equivalent positions (FTEs) and no more than twenty (20) FTEs. Part-time employees may count towards the total and may be calculated as 20 hours per week = 0.5 FTEs;
- b. Have a physical location within the County of Northumberland. If a business operates multiple locations, the address of the principal office of the business must be located within Northumberland County; and
- c. Be a for-profit entity. All entities must be able to provide documentation to show proof of the business' status.

INDEPENDENT CONTRACTOR/SOLE PROPRIETOR ELIGIBILITY

To be eligible to participate in the Program, an independent contractor/sole proprietor must:

- a. Live in Northumberland County and operate a business as a sole proprietorship;
- b. Pay self-employment taxes; and
- c. Not currently be receiving unemployment benefits

ALL SMALL BUSINESS AND INDEPENDENT CONTRACTORS/SOLE PROPRIETORS MUST ALSO:

- a. Be located within the jurisdictional boundaries of Northumberland County, Virginia.
- b. Not promote, sell, or advertise any products, ideas, or services that fail to comply with all applicable laws, acts, regulations, rules and ordinances;
- c. Be in good tax standing with the Commonwealth of Virginia and Northumberland County along with sewer fees if connected to the County sewer system;
- d. Must be in good standing with all local, state, and federal codes.
- e. Have been an established business since January 1, 2020;
- f. Not be seeking reimbursement for expenses that were already funded by other federal dollars/federal programs or other publicly-funded programs;
- g. Not be owned (in whole or in part) by any individuals who are an employee of Northumberland County or the Northern Neck Planning District Commission; and
- h. Not at any point since January 1, 2020 employed: (i) any individuals who are or were an employee of Northumberland County or the Northern Neck Planning District Commission; or (ii), any family or household members or household members of the same.

*For purposes of this Grant Program, the term “family members” is defined as any spouse, partner, parent, legal guardian, child, sibling, grandparent, grandchild, or in-law.

INELIGIBLE BUSINESSES

The following entities are NOT eligible for the Program:

- Charitable, religious, or other non-profit organizations
- Nationally known franchise or chain businesses; however, a locally-owned franchise that can meet all other eligibility requirements may participate in the Program for a single establishment located in Northumberland County;
- Independent contractors operating multilevel or network marketing businesses (such as Avon, Mary Kay, Pampered Chef, etc.)
- Independent contractors working on “gig” platforms (such as Airbnb, Fiverr, Uber, Lyft, Instacart, etc.)
- Businesses engaged in speculation or investment in rental real estate
- Any other business determined to be ineligible under SBA guidelines, here: <https://www.sba.gov/partners/lenders/7a-loan-program/terms-conditions-eligibility#section-header-19>

ELIGIBLE EXPENSES

This is a reimbursement grant program. Businesses must submit with their application with proof of expenses incurred and proof of payment of those expenses. **Expenses eligible under this program must have been incurred by the business between March 1, 2020 and September 30, 2020**, and were incurred as a result of business interruption caused by required closures and/or decreased operations from the COVID-19 pandemic. Eligible expenses include:

- Personal Protection Equipment (PPE), sanitation supplies for the business and its employees, and/or expanded cleaning services for the business
- Business equipment related to COVID-19 pandemic (such as sneeze guards, social distance floor stickers, etc.)
- Technological improvements (such as e-commerce platforms and point of sale software) and technological equipment (such as tablets for processing touch-free orders)
- Supplies related to change in operations (i.e. takeout/carryout containers for restaurants)
- Other business expenses directly related to the COVID-19 pandemic.

TO APPLY

Businesses can access the application online at www.co.northumberland.va.us. **It is preferred that you email your application and supporting documentation to ncgrant@nmpdc17.state.va.us.**

If you do not have the ability to scan in the information and need to mail your application with supporting documentation, please send to:

NC Grant Program
c/o Northern Neck Planning District Commission
P.O. Box 1600
Warsaw, VA 22572

Funds set aside for this Program will be distributed on a first come first serve basis as long as funds are available.

Upon approval of grant funding, funds will be paid by the Northern Neck Planning District Commission in the form of a check and mailed directly to the business address provided in the application and completed W-9.

REQUIRED DOCUMENTATION

1. Impact Statement of negative effect from [Executive Order 53](#) and COVID-19 on applicant business.
2. Completed and signed W-9 form
3. Financial documentation of expenses incurred and paid for by the applicant as a result of the State of Emergency declared by the Governor of Virginia and the Northumberland County Board of Supervisors, such as receipts/invoices/bank statements for expenses and proof of payment.