

# King William County Economic Development Authority

## 2020 SMALL BUSINESS COVID-19 EMERGENCY ASSISTANCE GRANT PROGRAM Information, Instructions & Application

---



On March 23, 2020, Governor Ralph Northam issued Executive Order 53 that banned crowds of more than 10 people; closed recreation, entertainment, and personal care businesses; and limited restaurants to offering takeout and delivery services only. In furtherance of Executive Order 53, Governor Northam issued Executive Order 55, requiring all individuals to stay at home except for essential travel. On April 15, 2020, Governor Northam announced he would be extending business closings until May 8<sup>th</sup>. These measures will continue to cause an adverse economic impact on our state and local economy.

The King William County EDA has approved a grant program as emergency assistance to our local businesses. Prospective applicants are encouraged to read through these documents thoroughly to become familiar with the program resources and requirements before applying. KW EDA members are available to assist and answer questions any time during the process.

**COVID-19 Emergency Assistance Grants are a one-time cash operating expense grant up to \$3,000.00.** Grants are limited. They will be awarded based on merit and in the EDA's sole discretion.

For more information contact:  
Joyce Wolfe, Member, King William Economic Development Authority  
(804) 382-6378

To submit a grant application  
E-mail to: [jwolfe@kingwilliamcounty.us](mailto:jwolfe@kingwilliamcounty.us)

## ELIGIBILITY

---

### Business Eligibility:

- Have between 1 and 10 FTEs (An FTE is the hours worked by one employee on a full-time basis. Used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day x 5 work days per week.)
- Industries
  - Retail
  - Food Service & Accommodation
  - Arts, Entertainment & Recreation
  - Manufacturing
  - Repair & Maintenance, including Auto
  - Communications
  - Personal and Laundry Services
  - Non-Profit Entities in the Above Categories with one of the following designations (501(c)(3), 501(c)(4) or 501(c)(7))
- Must be physically located in King William County and hold a current business license in King William County; if multiple locations – headquarters must be in King William.
- Must be registered to do business in the Commonwealth of Virginia
- Must be in good tax standing with the Commonwealth of Virginia and King William County
- Must be in good standing with the Department of Labor and Industry
- Must certify to negative impact of emergency

**King William County Economic Development Authority**  
**2020 SMALL BUSINESS**  
**COVID-19 EMERGENCY ASSISTANCE GRANT PROGRAM**  
**Information, Instructions & Application**



- 
- Types of Businesses NOT eligible:
    - Related to gambling or gaming activities
    - Related to the purveyance of “adult” (i.e., pornographic, lewd, prurient, obscene) activities, services, products or materials (including nude or semi-nude performances or the sale of sexual aids or devices)
    - Any activity not in conformance with local zoning ordinance
    - Illegal under the laws of the Commonwealth of Virginia

## **DOCUMENTATION**

---

The CEO of the business must certify that the business:

1. Has been negatively impacted by the COVID-19 Executive Order 53 (e.g., has been temporarily shut down, has been required to reduce hours, has had at least a 20% drop in revenue, has been materially impacted by employees who cannot work due to the outbreak, or has a supply chain that has materially been disrupted and therefore slowed firm-level production).
2. Will make a best effort not to furlough or lay off any individuals from the time of application through six months after the end of the declared state of emergency. Businesses that have already furloughed or laid off workers must make a best-effort pledge to re-hire those workers as soon as possible. Any material breach of its best efforts certification may result in the KWEDA seeking repayment of the grant.
3. Has a material financial need that cannot be overcome without the grant of emergency relief funds at this time (e.g., does not have significant cash reserves that can support the business during this period of economic disruption)



**King William County Economic Development Authority**  
**2020 SMALL BUSINESS**  
**COVID - 19 EMERGENCY ASSISTANCE GRANT PROGRAM**  
**Application**

---

**Legal Business Name:** \_\_\_\_\_

**d.b.a. Business Name if Applicable:** \_\_\_\_\_

**EIN or Tax ID** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

**Business Physical Address:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Phone: (day)** \_\_\_\_\_ **Phone: (mobile)** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Type of business:**  Retail  Restaurant or Food Service  Accommodation  Personal Service  
 Arts/Entertainment  Recreation  Repair/Maintenance  Other \_\_\_\_\_

**Description of Business:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Year business was established:** \_\_\_\_\_

**Full Time Employees as of 12/31/19:** \_\_\_\_\_

**Part Time Employees as of 12/31/19:** \_\_\_\_\_

**Do you own or lease your space?**  Own  Lease

**Please explain how this business has been negatively impacted by COVID-19 and Executive Order 53:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**King William County Economic Development Authority  
2020 SMALL BUSINESS  
COVID-19 EMERGENCY ASSISTANCE GRANT PROGRAM  
Application**

---

Have you had to furlough, lay off or reduce the hours of employees? If so explain and quantify (give numbers of each):

---

---

---

Under penalty of Law, I hereby certify the following:

1. I am not applying for this grant on behalf of a prohibited business.
2. My business is operating in accordance with applicable laws and zoning ordinances.
3. My business has been impacted by the COVID-19 outbreak.
4. I have a material financial need that could be mitigated by the grant funds.
5. I will make a best effort not to lay off any additional employees and re-hire any whom I have already laid off.
6. All information I have provided in this application is correct and true.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\*\*\*\*\*

FOR EDA USE ONLY:

Application Received: \_\_\_\_\_

Funding Decision:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Amount: \_\_\_\_\_