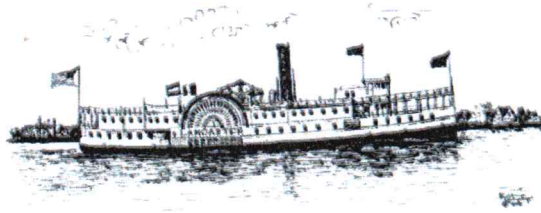


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Nancyellen Keane, Esq.
Town Attorney
Lara M. Brown
Zoning Administrator
Sharon L. Phillips
Town Clerk
Treasurer
FOIA Officer

Town of Irvington



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Frances Westbrook
Vice Mayor
Jackie Brown
Bonnie Schaschek
R. Wayne Nunnally
Anthony Marchetti
Dudley Patteson

For Immediate Release

Town of Irvington Creates Irvington CARES Small Business Grant Program

The Town of Irvington has established a \$10,000 grant fund to support small business recovery following the COVID-19 outbreak. Grants of up to \$1,000 will be provided to small businesses to offset business interruption costs during the pandemic. The program will award grants to eligible business on a first-come, first-served basis and only for-profit businesses located within the town's corporate limits will be eligible for the grant program.

The money comes from the Coronavirus Relief Fund. (CRF) that was created by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The U.S. Treasury guidance allows the use of CRF dollars for expenditures "related to the provision of grants to small businesses to reimburse the costs of businesses interruption caused by required closures." Irvington has elected to use part of the Town's allocation of CRF funds to help preserve small business in Irvington providing grants to eligible businesses.

The grant program is possible through a partnership between the Town of Irvington and Lancaster County Economic Development Authority (EDA). "We are appreciative of the EDA's efforts in helping us get the CRF money to our small businesses," said, Mayor Bugg. "As a town, we cannot grant or loan money directly to businesses, so this partnership is vital. This grant program is part of the Town of Irvington Small Business Grant Program campaign to support businesses and residents during this pandemic."

The Town of Irvington will start accepting applications on November 13 at 9:00 am online at www.town.irvington.va.us. While many businesses will be eligible for the program, there are some categories of business or organizations that will not be eligible. Businesses must be current on all county and town taxes and fees as of the date of the application. Other Ineligible businesses include:

INELIGIBLE BUSINESSES/ORGANIZATIONS:

- Independent contractors operating multilevel or network marketing business (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms (such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Businesses not physically located within the Town of Irvington corporate limits

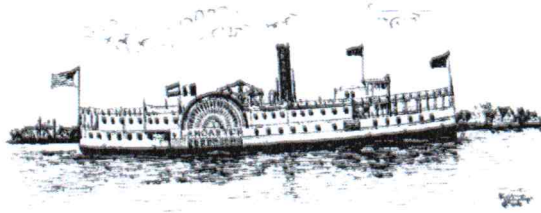
TIMELINE:

1. Start of Applications: November 13, 2020
2. Close of Applications: November 20, 2020
3. Application Review: November 30, 2020 – December 4, 2020
4. Forward of Approved List to EDA for Disbursements: December 4, 2020
5. Announcement to Business of Approval: December 7, 2020
6. Disbursement Date: December 7, 2020

For information regarding the Town of Irvington CARES Small Business Grant, please contact Sharon Phillips, Town Clerk, sphillips@town.irvington.va.us

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Town of Irvington CARES Small Business Grant Program

PROGRAM GOAL

The Town of Irvington has identified \$10,000 in emergency relief funds to support small businesses impacted by the COVID-19 pandemic. Funds are available in part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal stimulus package. The Town will provide emergency financial support through the Irvington COVID-19 CARES Small Business Grant Program for qualified businesses that are negatively impacted by the COVID-19 pandemic due to orders to limit or operations.

The Irvington CARES Small Business Grant Program is a partnership with the Town of Irvington and Lancaster County Economic Development Authority (EDA). While the EDA will disburse grants to awardees, the Town of Irvington will process and approve all grant applications in this program.

The emergency relief is targeted specifically to help local businesses with a commercial location within Town of Irvington limits to cover immediate financial needs due to business interruption. Grants are strictly limited to businesses that have a physical location within the Town of Irvington.

All applications and materials submitted will be public records and subject to the Freedom of Information Act (FOIA). Documents identified as proprietary are exempt under FOIA.

DISBURSEMENT OF FUNDS

The Town of Irvington CARES Small Business Grant Program will offer one-time grants of up to \$1,000 to qualifying small businesses to assist businesses through the COVID-19 pandemic.

There is a limited amount of funds for this program. Grants will be committed and funded on a first-come, first-served basis upon availability of funds, program

guidelines, and submission of a complete application and supporting documentation. Applicants will be required to demonstrate business interruption caused by COVID-19.

ELIGIBILITY REQUIREMENTS

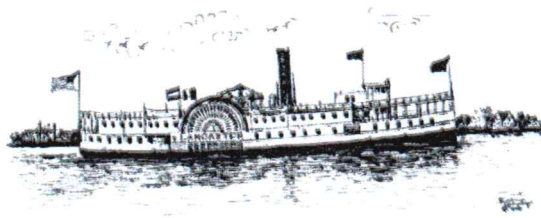
- Applicants must be authorized representatives of small businesses with no more than 20 employees Full Time Equivalent (FTE) or fewer as of the date of the application with business physically located in the Town of Irvington corporate limits.
- Grant applicants must demonstrate business interruption from COVID-19 or revenue loss/business distress due to COVID-19.
- Must be in business for a year and in good standing with county and town taxes.

Visit www.town.irvington.va.us for more information.

Contact Sharon Phillips, Town Clerk at
804.438.6230, sphillips@town.irvington.va.us
for grant applications

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Irvington CARES Small Business Grant Program

INELIGIBLE ORGANIZATIONS

- Independent contractors operating multilevel or network marketing businesses (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Businesses not physically located in the Town of Irvington corporate limits.

ELIGIBLE USE OF FUNDS

The program will offer emergency grants of up to \$1,000 to qualifying small businesses to cover expenses such as employee wages and rent. The emergency relief is targeted specifically to help local businesses with a commercial location within the Town of Irvington to cover immediate financial needs.

Funds can only be used to reimburse the costs of business interruption caused by required closures provided those costs are not paid by insurance or by another federal program (such as the Payroll Protection Program.)

ELIGIBLE USES OF THE GRANT FUNDS INCLUDE, but are not limited to the following:

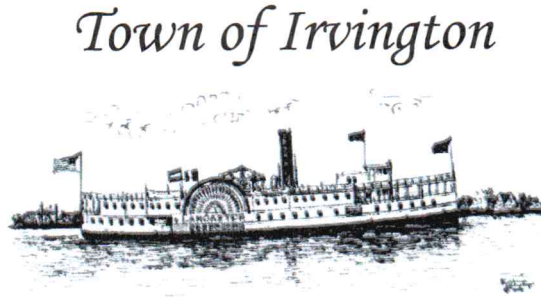
- Operations (payroll, rent, mortgage, supplies, utilities, working capital, insurance, etc.)
- Pivot to respond to new market conditions (i.e., develop online sales/e-commerce, delivery or take out; develop new product line, etc.)
- Deep cleaning services, PPE, protective barriers, etc..
- Purchase of equipment and inventory

REQUIRED DOCUMENTATION

- Current W-9 Form
- Documentation to support business interruption caused by COVID-19 (profit & loss statements, closures by mandated executive orders, etc.
- Documentation to support use of funds (receipts of purchased Personal Protective Equipment(PPE), invoices/receipts for operations (payroll, rent, mortgage; etc.)

Visit www.town.irvington.va.us for more information.
Contact Sharon Phillips at 804.438.6230, sphillips@town.irvington.va.us
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FAQ

MY BUSINESS IS NOT IN IRVINGTON. AM I ELIGIBLE FOR THIS PROGRAM?

No. Only businesses located within the Town of Irvington corporate limits are eligible. Contact your local jurisdiction for potential business relief aid.

WHAT BUSINESS ARE NOT ELIGIBLE FOR THE PROGRAM?

- Applicants must be authorized representatives of small businesses with no more than 20 employees Full Time Equivalent (FTE) or fewer as of the date of the application with business physically located in the Town of Irvington corporate limits.
- Independent contractors operating multilevel or network marketing business (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms (such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Business not physically located in the Town of Irvington corporate limits.

WHO DO I CONTACT FOR QUESTIONS REGARDING THE GRANT PROGRAM OR MY ELIGIBILITY?

Please contact Sharon Phillips, Town Clerk at 804.438.6230

CAN I SUBMIT A PAPER COPY OF THE APPLICATION?

Yes. However, it is important to remember that grants will be a "cue line" as they are received and incomplete applications will not be returned to the applicant for resubmittal.

CAN I SUBMIT AN APPLICATION ONLINE?

No. Although you can email your completed application and supporting documents to spPhillips@town.irvington.va.us. Please remember that grants will be a "cue line"

Telephone (804) 438-6230
4203 Irvington Road * Post Office Box 174 Irvington, Virginia 22480
www.town.irvington.va.us

as they are received and incomplete applications will not be returned to the applicant for resubmittal.

I WAS UNABLE TO SUBMIT MY APPLICATION ON TIME. WILL THERE BE ADDITIONAL GRANTS IN THE FUTURE?

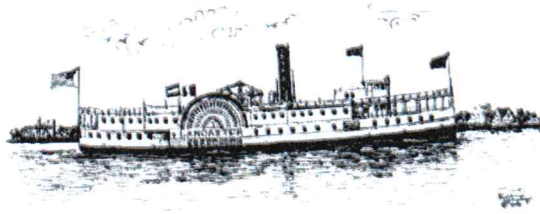
There may be additional funds available for future business grants. However, no official decision has been made at this time.

HOW DO I DEMONSTRATE BUSINESS INTERRUPTION?

Documentation can include an Executive Order mandating that your business close for a period of time, profit/loss indicating decrease in sales, or purchasing personal protective equipment to protect employees during the pandemic.

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I AM NOT CURRENT WITH MY TAX OBLIGATIONS WITH THE COUNTY. WOULD I BE ELIGIBLE ONCE I AM CURRENT?

Yes. Businesses are eligible for grants as long as there are not outstanding balances owed to the county or town as of the date of the application. If a business submits an application and they are not current, their place in line is not held. Businesses are welcome to resubmit their application once the business outstanding balance is paid.

WHAT IS THE DEADLINE TO SUBMIT?

November 30, 2020

WHY IS MY APPLICATION GOING TO BE AVAILABLE FOR PUBLIC INSPECTION?

The Virginia Freedom of Information Act FOIA authorizes access to public records. Section 2.2-3701 of the Code of Virginia defines public records for purposes of FOIA to include "all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostetting, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business."

WHEN WOULD I RECEIVE MY GRANT FUNDS? HOW WILL I KNOW MY APPLICATION STATUS?

Applicants will receive an email once the application is submitted. Applicants will also receive an email notifying them whether or not the application has been approved or not approved. Grant funds will be sent via check within 2-3 weeks after the submission deadline.

TOWN OF IRVINGTON BUSINESS GRANT PROGRAM

The Town of Irvington has established a \$10,000 grant fund to support small business recovery following the COVID-19 pandemic. Grant funds will be used to reimburse the costs of business interruption caused by required closures. One-time grants of \$1,000 will be awarded to eligible businesses on a first-come, first-served basis and subject to availability of funds.

DATE OF APPLICATION

BUSINESS NAME

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

ZIP CODE

MAILING ADDRESS (IF DIFFERENT)

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

ZIP CODE

PHYSICAL BUSINESS ADDRESS

STREET ADDRESS

ADDRESS LINE 2

CITY

STATE

ZIP CODE

TOWN OF IRVINGTON BUSINESS GRANT PROGRAM CONTINUED

I CERTIFY THAT MY BUSINESS

- Is a for-profit small business enterprise located business physically located in the Town of Irvington corporate limits.
- Suffered business interruption (mandated or voluntary, full or partial) in response to the COVID-19 pandemic
- Operational for at least one year prior to March 1, 2020

- Is current on fees, county and town taxes as of date of application

APPLICANT SIGNATURE & CHECKLIST

Applicant Signature and Certification

I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

The Applicant covenants to save, defend, hold harmless and indemnify the Town of Irvington and the Lancaster County Economic Development Authority, and all of its officers, departments, agencies, agents and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application.

The Applicant provides a waiver of confidential information provided to Lancaster County Economic Development Authority and the Town of Irvington, authorizes the internal use of this information for the grant analysis. The Applicant acknowledges that the Town of Irvington will keep all proprietary information voluntarily provided by the Applicant confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations pertaining to the disclosure of records in its possession, and acknowledges that all grant award decisions are final and are not subject to appeal.

I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

Date: _____

Checklist:

- Proof of business address
- W-9 Request for Taxpayer Identification Number and Certification
- Signed and completed application
- I certify my business is current on all county and town taxes and fees as of the date of the application.