**Town of Bedford Business Support Program – Phase 2**

Purpose: To support the small-business community that has been significantly impacted by the Coronavirus pandemic, other than retail and restaurant sectors, which were included in Phase 1 of the Program.

Funding: $150,000 to help the owners of locally-owned, non-franchise, for-profit, brick and mortar businesses.

Maximum Grant: $5,000.00

Criteria for Eligibility:

1. Length of time in Business: Must have been in business for 6 months before March 1, 2020.
2. Significant Impact: 50% reduction in sales.
3. Eligibility: Businesses must be located in the Town of Bedford.
4. Only the owner of the “brick and mortar” business may apply. If an owner has more than one business, they may only apply for one business. If there is more than one owner of any one business, there will be only one grant to that business.
5. “Small business” will be defined as 10 or fewer employees, whether full-time or part-time equivalents.

Funding Length: Ends July 1 or when funds are depleted. Awarded on a first-come basis.

Uses of Funds: The funds can be used for any of the following business purposes, in order of priority:

1. Rent or mortgage payments for March, April, May, June or July 2020
2. Utilities (electric, water/sewer, internet) for March, April, May, June or July 2020
3. Inventory - Inventory needed to re-start a business
4. Marketing - Advertising efforts to promote business re-start or to implement online sales presence.

Process: Applications will be accepted until **5:00pm on June 5**. An application includes filling out pages 2-3 of this form and submitting all required attachments noted below with a notarized affidavit (attached). Staff will compile applications for the Economic Development Authority to act at a future meeting in June.

Required Information:

The business will need to provide the following documents.

1. Proof of 50% loss in sales. All claims of loss must be certified using the attached sworn affidavit. The following are methods from which you can choose to prove loss; however, the method must show a clear comparison of sales income before **and** after COVID-19 restrictions:
   1. Profit and Loss Statement from February, March and April 2020 showing individual months, or
   2. 90-day average of sales for months before March 15, 2020, compared to March 2020 after COVID, or
   3. Previous year sales (2019) for the months of March and April, and current sales for March and April 2020.
2. Copy of active 2020 Town of Bedford Business License.
3. Documentation explaining the intended use of funds. An affidavit is required certifying the funds are to be used for the purposes stated (attached). If there is more than one owner, each owner must provide the sworn affidavit.
4. Each business must provide a signed W-9 form with the business name matching the EIN or SSN. The grant will be reported by the Town as income to the IRS.

**Please fill out the following (print or type):**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 First and Last Name(s) of Business Owner(s)

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address within the Town limits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the business open as of September 1, 2019 (6 months before March 1, 2020)? If No, the business is not eligible. YES

Number of employees (current or before reduction): Full Time \_\_\_\_\_ Part-time \_\_\_\_\_

Required Attachments – check each to confirm:

* Proof of 50% loss in sales.
* Documentation explaining the intended uses of funds.
* Copy of active Town of Bedford Business License (2020).
* Signed W-9 form.
* All claims of loss and use of funds must be certified with the notarized, sworn affidavit submitted with this application.

**AFFIDAVIT**

STATE OF VIRGINIA,

CITY/COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, To-wit:

The undersigned, owner of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “the Business”), after being duly sworn, hereby makes oath that all funds received by the Business under the Bedford Business Support Program shall be used solely for the purposes set forth in the Business’s application for said funds in order to keep the Business open and operating.

WITNESS the following signature and seal, after being duly sworn.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

# Signature

# Print Name: \_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Subscribed and sworn to before me, a Notary Public for the State of Virginia at Large, in the City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020.

My commission expires \_\_\_\_\_\_\_\_\_\_\_\_\_

Notary registration no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Notary Public

(NOTARY SEAL)

**OATH**

For the Notary: After reviewing identification from the affiant, ask the affiant to raise his / her right hand and swear or affirm that the matters set forth in the application are true and correct to the best of his / her knowledge.

Applications will be accepted until **5:00pm on June 5**. Postmarks will not be accepted. The Town Economic Development Authority will review complete applications and grants will be issued after their approval on a first-come basis.

There are several ways to submit an application. All required materials must be submitted at one time in one complete package. A Word version of this application is at [www.betterinbedford.com/grant](http://www.betterinbedford.com/grant).

**Electronically:**

* Submit applications with attachments electronically via email if under 5MB to [mzirkle@bedfordva.gov](mailto:mzirkle@bedfordva.gov). If the application and attachments exceed 5MB, please provide a link to a digital file folder, such as Google Drive or Dropbox, to [mzirkle@bedfordva.gov](mailto:mzirkle@bedfordva.gov).

**Printed hard copy:**

* Hard copy submittals can be mailed to:

Town of Bedford  
c/o Mary Zirkle  
215 E. Main Street  
Bedford VA 24523

* Bring the package in to the Municipal Building between the weekday hours of 8:30am and 5:00pm. There will be a box to the left in front of the Economic Development Office marked for applications.
* If you need to submit after those hours, if the application and all attachments will fit in a normal-sized letter envelope, it can be submitted through the afterhours drop box at the front entrance to the Municipal Building to the right of the main doors. Please note we will not know what time the application is left in the box.

For questions, please contact Mary Zirkle at 540-587-6006 or mzirkle@bedfordva.gov.