



Charlotte County CARES Business Recovery Grant Program

The Charlotte County CARES Business Recovery Grant Program is a fund to offer financial assistance to businesses whose operations were either closed or restricted by the Commonwealth of Virginia in response to the novel coronavirus. The program is administered by the Charlotte County Administrator's Office through an allocation of the County of Charlotte Coronavirus Relief Funds provided through the federal CARES Act.

Applicants will be required to demonstrate and certify that they are eligible, that they were operational as of March 1, 2020, and that they are suffering negative business impacts from COVID-19.

Eligibility

Businesses must:

- Be physically located in the County of Charlotte
- Be in business March 1, 2020
- Have at least \$20,000, but no more than \$2 million in annual gross revenues
- Have between 1 and 100 full time employees (or equivalent FTE) as of March 1, 2020
 - Business owners should count themselves as one employee
- List and provide a description of qualifying expenses
- Agree to release tax information
- Submit signed W-9
- Certify that business is currently open or plans to reopen
- Must be able to demonstrate a loss in revenue that can be attributed to COVID-19 by completing a Financial Statement of Impact form; and/or,
- Must be able to demonstrate expenses incurred because of the COVID-19 pandemic
- Be current on any and all County of Charlotte taxes prior to grant disbursement
- Submit a copy of the Payroll Protection Program (PPP) or Economic Injury Disaster Loan Emergency Advance (EIDL) applications, if applicable

Business must be able to produce supporting documentation for number of employees, financial loss and other eligibility. Nonprofit organizations are not eligible for this program.

Qualifying Expenses

Grant funds can be used to address business interruption costs. These include, but are not limited to:

- Employee compensation (including wages and benefits)
- Operating equipment costs or rental
- Business inventory and purchases
- Rent or lease payments

- PPE or physical improvements such as plexiglass barriers that improve the sanitary conditions of the business
- Equipment and supplies for disinfecting, sanitizing, and deep cleaning
- Other business critical operating expenses

Businesses cannot receive funding from any other local, state, or federal assistance program for the same expenses for the same time period that they are requesting support from the County of Charlotte. For example, businesses that received federal support from the Payroll Protection Program or Economic Injury Disaster Loan Emergency Advance must certify that they will use grant funds for other uses. Grantees will be required to enter into a grant agreement to certify that payment was used for eligible expenses.

How Grant Amount is Determined

Grant amounts will range from \$1,000-\$10,000 per business, depending on the number of full-time equivalent employees:

- 1-3 full-time equivalent employees: Up to \$3,000
- 4-10 full-time equivalent employees: Up to \$5,000
- 11-25 full-time equivalent employees: Up to \$7,500
- 26-50 full-time equivalent employees: Up to \$10,000

A full-time equivalent employee is based upon minimum of 35 hours worked per week.

The Charlotte County Administrator's Office will have flexibility on eligibility and grant award amounts based on total number of eligible applications received.

How to Apply:

Eligible businesses can find an application located on the county government website at charlotteva.com. Please see the information below on application timeline for submission.

Only fully completed applications will be considered. Please take time to fully complete all required fields of information and upload necessary supporting documentation. If you have questions or need assistance with your application, please contact us at 434-542-5117.

Application Timeline

Applications for the Small Business Relief Grant will be accepted beginning October 19th at 9am and ending on November 20th at 3pm. At that time, all applications will be reviewed for completeness. All fully completed applications will be deemed qualified and eligible for grant funds and considered on a first come, first served basis. Grants will be awarded until allocated funds are depleted. The current cap is \$150,000.

Sources

Commonwealth of Virginia Executive Order 53, amended (March 23, 2020)

[https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-53-AMENDED---Temporary-Restrictions-Due-To-Novel-Coronavirus-\(COVID-19\).pdf](https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-53-AMENDED---Temporary-Restrictions-Due-To-Novel-Coronavirus-(COVID-19).pdf)

Commonwealth of Virginia Order of Public Emergency Two (March 25, 2020)

<https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/Order-of-Public-Health-Emergency-Two---Order-of-The-Governor-and-State-Health-Commissioner.pdf>