

## Town of Windsor

### Memorandum

September 3, 2020

**TO:** The Honorable Mayor and Town Council

**FROM:** William G. Saunders, IV, Town Manager *WGSIV*

**SUBJECT:** Covid-19 Business Interruption Small Business Grant Program Update

The COVID-19 Small Business Grant Program in Isle of Wight County and the Towns of Windsor and Smithfield has expanded to include a second round of funding, enabled by receipt of the second tranche of Cares Act Funding. The program, originally launched in June, is aimed at increasing fiscal assistance to businesses impacted by COVID-19 recover and/or reopen.

The second round of funding opened Wednesday, September 2, 2020 at 9:00 a.m. and will be administered by the Isle of Wight County Department of Economic Development.

All applications are to be submitted through the Isle of Wight County Economic Development Department website electronically.

Please find enclosed the flier for Round 2 of the program, which has also been posted on the Town of Windsor's website and Facebook page.



Local Roots, Global Reach

# ISLE OF WIGHT COUNTY, VIRGINIA

DEPARTMENT OF ECONOMIC DEVELOPMENT

## PRESS RELEASE

Contact: Chris Morello, Director of Economic Development  
(757) 356-1969

## COUNTY ANNOUNCES ROUND 2 OF COVID-19 SMALL BUSINESS GRANTS

Isle of Wight, Virginia (August 27, 2020) - Isle of Wight County and the Towns of Windsor and Smithfield have expanded the COVID-19 Small Business Grant Program, originally launched in June, to include a "Round 2" funding program aimed at increasing fiscal assistance to businesses impacted by COVID-19 recover and reopen. Round 2 opens Wednesday, September 2, 2020 at 9:00 a.m. and will also draw on a portion of CARES Act funding allocated to the three jurisdictions. The County's Department of Economic Development will continue administering the grant program for all jurisdictions.

The Round 2 grant is one-time financial assistance for eligible, for-profit small businesses (fewer than 50 employees) to reimburse the costs of business interruption related directly or indirectly to certain sections of Governor Northam's Executive Orders 53 and/or Executive Order 55. Round 2 grants of up to \$4,000 per business are available for new applicants to the program. Businesses that received up to \$2,000 in the first round of the program are eligible to receive up to an additional \$2,000 and have been notified by the Department of Economic Development on how to request this funding.

There is a limited amount of funding for this program. Grant applications will be processed and funded on a first-come, first-served basis upon submission of a complete application and all supporting documentation.

To be considered for the grant, a business must meet all the following requirements:

- For-profit business directly or indirectly impacted or interrupted by one or both of the following:
  1. Governor Northam's Executive Order 53, specifically Section #3, #4, or #6
  2. Executive Order 55, also known as the "Temporary State-At-Home Order"
- Must be located in Isle of Wight County, the Town of Smithfield or the Town of Windsor
- Must have a current County or Town business license
- Must be in good standing with local taxes and licenses. Businesses located in Isle of Wight County or the Town of Windsor must have applied for a new or renewed Business License by June 4, 2020; businesses located in the Town of Smithfield must have applied for a new or renewed Business License by June 15, 2020.
- Had fewer than 50 employees as of Dec. 31, 2019

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The following supporting documentation must be submitted to receive the grant:

- Copy of 2020 County or Town Business License
- Completed W-9 (REV – October 2018)
- Copy of an unexpired, government issued identification (i.e. Passport, Driver's License etc.) for each person signing the application

To apply, businesses can access the application online beginning Wednesday, September 2<sup>nd</sup> at 9:00 a.m. at the [COVID-19 Grant Program website](#). The application deadline is October 30, 2020.

The completed application, along with a copy of the current business license, must be submitted together to the Isle of Wight County Economic Development Department electronically. Printed applications will not be accepted.

Economic Development staff and/or its designees will review all grant applications to determine eligibility. Following review, the applicant will be sent a notification of decision by email and be advised of the next steps in the process.

Grant payments will not be issued until the application has been approved and the Department of Economic Development has received an award acknowledgment letter signed by all applicable parties. The fully executed award acknowledgement letter must be returned with supporting documentation by Friday, November 13, 2020.

For questions regarding the grant program, please contact Nicole Talton, Economic Development Coordinator, Isle of Wight County Department of Economic Development, 757-365-6251 or [iowgrant@iwus.net](mailto:iowgrant@iwus.net).

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