

The Goochland Back to Business Grant program (the Program) is funded by the Goochland County Board of Supervisors from the County's Coronavirus Relief Funds under the Coronavirus Aid Relief, and Economic Security (CARES) Act. The program will be administered by Goochland County and the Goochland County Economic Development Authority. The program is a one-time, emergency grant to eligible, for-profit small businesses in Goochland County to assist with unplanned costs incurred as a direct result of business interruptions and mandated business closures due to the Coronavirus (COVID-19). There is a total of \$150,000 available for the Program. Grants will be awarded on a first-come-first-served basis until funds are depleted or until December 1, 2020, whichever is first. Applications submitted without all documentation will be deemed incomplete and therefore, ineligible for consideration unless resubmitted.

**Application Period: Open August 20, 2020 through 11:59 PM December 1, 2020, or until funds are depleted.**

### **Eligibility**

- Small Businesses must:
  - Be established with principal place of business physically located in Goochland County
  - Have at least 1 and less than 150 FTE employees across all locations
  - Be in continuous operation since March 1, 2019, except for closures due to COVID-19 pandemic
  - Be issued a valid 2020 Business license (or be exempt from requirement)
- Independent Contractors/Sole Proprietors must:
  - Live in Goochland County
  - Operate business as sole proprietor
  - Be in continuous operation since March 1, 2019, except for closures due to COVID-19 pandemic
  - Pay self-employment tax
  - Not currently receiving unemployment benefits
  - Be issued a valid 2020 Business license (or be exempt from requirement)
- Ineligible
  - Non-profits
  - Banks & financial institutions
  - Nationally known franchise or chain businesses; however, a Goochland-owned franchise that can meet all other eligibility requirements may participate in the Program for a single establishment located in Goochland County
  - Independent contractors operating multilevel or network marketing businesses (such as Avon, Mary Kay, Pampered Chef, etc.)
  - Independent contractors working on "gig" platforms (such as Airbnb, Fiverr, Uber, Lyft, Instacart, etc.)
  - Businesses engaged in speculation or investment in rental real estate

## **Grant Amounts**

Amount based on number of full-time-equivalent (FTE\*) employees **and** documented reimbursable expenses

- 1 – 25 FTE: up to \$5,000
- 26 - 49 FTE: up to \$8,000
- 50 – 150 FTE: up to \$10,000

\*Permanent full-time employee defined as employed for minimum of 35 hours over a minimum of 48 weeks a year, or 1,680 hours per year. Part-time or seasonal employee hours must be converted to FTE positions. For example, two part-time employees working a combined 1,680 h/year would be considered 1 FTE position.

## **Eligible Expenses**

This is a reimbursement grant program in which businesses will submit proof of expenses incurred and proof of payment as a result of costs incurred to remain in operation or to redesign operations to meet requirements to open. Allowable costs must have been incurred between March 1, 2020 and December 1, 2020. Examples of allowable costs include:

- Redesign of structure or operations to meet social distancing requirements
- Personal Protection Equipment (PPE) and/or sanitation supplies for the business and its employees
- Signage
- Thermometers to check temperatures
- Protective equipment for customers such as sneeze guards, social distance floor stickers, etc.
- Technological improvements (such as e-commerce platforms and point of sale software) and technological equipment (such as tablets for processing touch-free orders)
- Supplies related to change in operations, i.e. takeout/carryout containers for restaurants
- Cannot be used for any expense already funded by the Paycheck Protection Program, the Goochland eCommerce Grant, or any other government funding/grant/reimbursement program

## **Required Documentation**

- Impact Statement of negative effect from Executive Order 53 and COVID-19 on applicant business
- Copy/Verification of 2020 business license with Goochland County's Commissioner of the Revenue (if required)
- Completed W-9 form
- Financial documentation of expenses incurred and paid for by the applicant as a result of the State of Emergency declared by the Governor of Virginia and the Goochland County Board of Supervisors, such as receipts/invoices/bank statements for expenses and proof of payment.

## **Additional Details**

- Must have full application and documented expenses in order to be considered
  - If application is rejected due to insufficient information or documentation, applicant will be notified to resubmit and will be placed in queue upon resubmittal
- Application window will stay open until December 1, 2020 or until funds are depleted – businesses may apply more than once if they incur additional expenses and have not yet received the maximum reimbursement under the guidelines
- Total grant funding to businesses with 50-150 FTE employees will be capped at \$50,000

**To Apply**

Businesses can access the application online at [www.GoochlandForBusiness.com](http://www.GoochlandForBusiness.com) starting Thursday, August 20, 2020.

Applications may be emailed to [GoochlandForBusiness@goochlandva.us](mailto:GoochlandForBusiness@goochlandva.us) or delivered as paper copies to the Goochland Business Center at:

2931 River Road West  
Goochland, VA 23063

Each application must be accompanied by all required documentation to be eligible for consideration. Applicants will be notified if their application is deemed incomplete so that they may resubmit. Upon approval of grant funding, funds will be paid by the Goochland County Economic Development Authority and mailed directly to the business address provided in the application.

For additional information about the grant program, please contact:



Economic Development  
2931 River Road West  
Goochland, VA 23063  
Phone: 804-556-5862  
[GoochlandForBusiness@goochlandva.us](mailto:GoochlandForBusiness@goochlandva.us)