



## **Economic Development Authority Small Business Grant Program**

In response to these challenging times resulting from the COVID-19 pandemic, the Town of Dayton Economic Development Authority (EDA) is pleased to establish the Town of Dayton Small Business Grant Program to benefit small businesses and non-profits located in the Dayton town limits.

Funds must be used to relieve and reduce unemployment, assist with job retention, and/or assist with operational needs necessary to sustain businesses through the pandemic. Please review the guidelines below and submit a complete application to [grants@daytonva.us](mailto:grants@daytonva.us) or 125 B Eastview St, Dayton VA 22821 by October 7, 2020 at 4:30pm.

- A business must meet the following criteria to qualify for a grant:
  - Be a business in the retail, hospitality, entertainment, employment and administrative services, personal services, qualified nonprofit organization; or travel related sectors;
  - Be in good standing regarding taxes and licenses and be located in the Town of Dayton corporate limits;
  - Have gross annual receipts less than \$2,000,000;
  - Must not be a part of, subsidiary of, or be otherwise owned or controlled by a business with more than 50 employees;
  - Must have experienced, due to Covid-19, a revenue reduction when compared to the average revenue for the same period during the preceding two calendar years;
- Locally owned franchise businesses are eligible for grants.
- Banks, financial institutions, and franchise businesses not locally owned are not eligible for the Grant Program.
- Businesses that have received other grant or loan funding related to COVID-19 will not be disqualified, but all funding must be disclosed on the application. Please note that the state's Rebuild! VA specify that you cannot receive local funds and Rebuild! VA funds.
- Landlords are not eligible.
- Churches are not eligible.

For questions, please contact: Angela A. Lawrence, [alawrence@daytonva.us](mailto:alawrence@daytonva.us), 540-879-2241.

**Application Checklist:**

- Completed & Signed Application
- Attached IRS form W-9
- Nonprofits: included IRS Determination Letter

**Submit completed & signed application form to [grants@daytonva.us](mailto:grants@daytonva.us) or 125 B Eastview Street, Dayton VA 22821 by 4:30 p.m. on Thursday, October 7, 2020. They may be dropped off at the payment box.**

**Application:**

Legal Name of Business: \_\_\_\_\_

DBA: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name, Email, Phone: \_\_\_\_\_

Is this business current on its Town of Dayton and Rockingham County Business License and Tax Obligations? \_\_\_ yes \_\_\_no

Organization type:

- Nonprofit
- For-profit business

Length of time in business in Dayton: \_\_\_years \_\_\_months

(If new business, specify if you have been in business elsewhere and project revenue for this year below).

Products/services offered: \_\_\_\_\_

Hours of operation, including days of the week: \_\_\_\_\_

Number of employees (full-time = 32 hours/week)

	Full-time	Part-time
<b>2019</b>		
<b>2020</b>		

Gross Receipts by quarter: (Q1=Jan-Mar; Q2=April-June; Q3=July-Sept; Q4=Oct-Dec)

	Q1	Q2	Q3	Q4
<b>2018</b>				
<b>2019</b>				
<b>2020</b>				

Gross receipts specifically for Redbud & Dayton Days

	Redbud	Dayton Days
<b>2017</b>		
<b>2018</b>		
<b>2019</b>		

Other CARES Act or COVID-19 related grants and loans received to date:

Program	Amount

Others applied for and awaiting response: \_\_\_\_\_

Additional expenses incurred in 2020 as a result of doing business during COVID-19 pandemic (ie: establishing e-commerce expenses):

Type of Expense	Amount

Current Status of Business:

- Open with normal operations
- Open with Limited Capacity
- Operating Virtually
- Closed Temporarily
- Delivery/Take Out Only
- Other:

Status of Business during Phase I:

- Open with normal operations
- Open with Limited Capacity
- Operating Virtually
- Closed Temporarily
- Delivery/Take Out Only
- Other:

Status of Business during Phase II:

- Open with normal operations
- Open with Limited Capacity
- Operating Virtually
- Closed Temporarily
- Delivery/Take Out Only
- Other:

At the time of this application will any of the following persons financially benefit from the receipt of the grant? An immediate family member including a spouse or any other person who resides in the same household of such person and is a dependent of such person: (i) any EDA member; (ii) any officer or employee of the Town of Dayton (including Town Council and Planning Commission).

If so, please include their name: \_\_\_\_\_

I certify that all information is accurate to the best of my knowledge and hereby agree to return the funds if the information is not accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date