

# New Kent Economic Development Authority Financial Assistance COVID-19 Grant Program Application

Date and time  
application received:  
\_\_\_\_\_

To be eligible to register your business for the *Economic Development Authority Financial Assistance Grant Program* your business must operate in New Kent County, Virginia, be current on all taxes and fees, including but not limited to real estate taxes, tangible personal property taxes, meals tax, utility fees and all businesses shall have valid business license, certificate of zoning and shall be in compliance with the reporting of business property with the Commissioner of the Revenue to meet the eligibility criteria. Please read the entire document to gain a full understanding of the requirements prior to submitting an application. Should you have any questions please email them to [mjsmolnik@newkent-va.us](mailto:mjsmolnik@newkent-va.us)

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

Business Owner/Applicant: \_\_\_\_\_

Business Address	_____	_____	_____	_____
	Street Address	City	State	Zip Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Employer Identification Number (EIN) or Tax Identification Number (TIN): \_\_\_\_\_

How long has the business operated in New Kent County? \_\_\_\_\_ Number of full-time permanent employees \_\_\_\_\_

Is this business current on all real estate taxes?  YES  NO

Is this business current on all business license filings and fees?  YES  NO

Is this business current on all tangible personal property taxes?  YES  NO

Is this business current on all public utility payments?  YES  NO  N/A

Are there any active zoning ordinance violations on the property associated with the business?  YES  NO

Has this business been awarded any other local, regional, state or federal small business relief assistance or EIDL (Economic Injury Disaster Loan) or PPP (Paycheck Protection Program) loans from SBA (Small Business Association) due to COVID-19?  YES  NO

Upon receipt of an application, the information provided on the application will be verified with the Treasurer, Commissioner of Revenue and the Zoning Administrator for New Kent County. In the event that a business is not in full compliance with any of the aforementioned offices/department the applicant will be notified in writing within two (2) business days of receipt of the application (unless an application is received within 2 business days of the end of the application period). It shall be the sole responsibility of the business owner or their agent to correct any noted discrepancies and then report back to the Director of Economic Development with written confirmation of the corrective actions that were taken to resolve the issue no later than 4:30 p.m. on Wednesday, July 15, 2020. It shall be noted that any application that does not meet all of the criteria for the program by 4:30 p.m. on July 15, 2020 will not be eligible for drawing to award the grants.

By initialing and dating here, the applicant has read and fully understands the terms outlined on page 1 of this application:  
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Please provide a brief narrative of the negative impact the COVID-19 pandemic has had on your business (include the costs of business interruption caused by required closures caused by COVID 19).

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I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant and agree to the terms and conditions contained below. I verify that the statements contained herein are true, accurate, and complete.

Name

Date

**All applications must be delivered to the following address:  
New Kent County Visitors and Commerce Center  
Attn: New Kent Economic Development Department  
7324 Vineyards Parkway New Kent, VA 23124**

**Applications will be received beginning at 8:00am on Wednesday,  
July 1, 2020 through 4:30 pm on Wednesday, July 15, 2020**

**No exceptions to the acceptance period listed above will be made**

**Please note that the New Kent County Visitors and Commerce Center  
will not be staffed beyond 4:30 pm on weekdays and no staff will be  
present on the following days: July 3-5 and July 11-12**

**The drawing for the grant awards will be held at  
9:00 am on Friday, July 24, 2020 at the  
New Kent County Visitors and Commerce Center  
7324 Vineyards Parkway, New Kent, VA 23124**

By initialing and dating here, the applicant has read and fully understands the terms outlined on page 2 of this application:

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## **New Kent County Economic Development Authority Financial Assistance COVID-19 Grant Program**

The New Kent County Board of Supervisors approved \$100,000 of funding to the New Kent County Economic Development Authority to provide a grant program for business located in New Kent County that have been negatively impacted by the COVID-19 pandemic. The \$100,000 dedicated to the program is part of the \$2,014,610 federal funding New Kent County received from the Coronavirus Aid, Relief and Economic Security (CARES) Act. **Businesses may use the grant funds for wages, utilities, operating costs, inventory, and business capital impacted by the COVID-19 closures.**

**The application process starts at 8:30 a.m. on Wednesday, July 1, 2020 and ends at 4:30 p.m. Wednesday, July 15, 2020.** All applications must be delivered to the New Kent County Visitors and Commerce Center Attention: New Kent County Economic Development located at 7324 Vineyards Parkway, New Kent, Virginia 23124, between the hours of 8:00 a.m. – 4:30 p.m. Monday thru Friday. The Visitors and Commerce Center closes at 3:00 p.m. on weekdays, however staff will be present to receive any applications until 4:30 p.m. on weekdays. If the application will be delivered after 3:00 p.m. and before 4:30 p.m. please call 804-966-9631 so that we can meet you at the front door or in the parking lot. The Visitors and Commerce Center will be closed on July 3-5, 2020 and on July 11-12, 2020.

The application will be posted online at [www.yesnewkent-va.us](http://www.yesnewkent-va.us) beginning on Wednesday, July 1, 2020 thru July 15, 2020. Applications will be reviewed by a review panel comprised of three members of the New Kent County Economic Development Authority and the Director of Economic Development.

Grants will be awarded to qualified applicants by lottery at 9:00 a.m. on Friday, July 24, 2020 at the New Kent Visitors and Commerce Center, New Kent, VA 23124. The drawing will also be live streamed on Facebook. **There will be a maximum of 40 grants with a minimum amount of \$2,500 per grant.** Applicants will be notified by email and will be mailed a notification letter whether or not the business is receiving an award. Applicants do not need to be present for the drawing on July 24, 2020.

### **The review committee will consider the following items to determine if a business is eligible for the grant drawing:**

- The business must be located in New Kent County, Virginia.
- The business must have fewer than 25 permanent, full-time employees.
- The business must be current on all taxes and fees, including but not limited to real estate taxes, tangible personal property taxes, meals tax, utility fees and all businesses shall have valid business license, certificate of zoning and shall be in compliance with the reporting of business property with the Commissioner of the Revenue.
- The businesses must have been in operation for at least one year in New Kent County in advance of the local COVID-19 declaration, which was made on March 13, 2020.
- The business must explain how they have suffered a financial loss due to the closures or economic slowdown associated with the COVID-19 pandemic.

By initialing and dating here, the applicant has read and fully understands the terms outlined on page 3 of this application:

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**The following businesses or entities are NOT eligible for a grant if any of the following conditions apply:**

- Businesses who have been awarded or received any other local, regional, state or federal small business relief assistance or EIDL (Economic Injury Disaster Loan) or PPP (Paycheck Protection Program) loans from SBA (Small Business Association) due to COVID-19 are not eligible.
- Franchises and/or chains are not eligible.
- Nonprofit organizations are not eligible.
- Independent contractors working on gig platforms (such as Airbnb, Fiverr, Uber, Lyft, Instacart, etc.) are not eligible.
- Independent contractors operating multilevel or network marketing businesses (such as Avon, Mary Kay, 5LINX, Pampered Chef, etc.) are not eligible.

**Terms and Conditions**

1. The submission of an application for the Grant constitutes an unconditional agreement to, and acceptance of, these Terms and Conditions. The Applicant is responsible for ensuring his or her familiarity with the Terms and Conditions.
2. By submitting an application, the Applicant certifies that it is not under any agreement or restriction that prohibits or restricts its ability to disclose or submit the materials included in the application or otherwise to apply for the Grant.
3. Applicants acknowledge and agree that information (excluding proprietary financial and employee information) submitted by Applicants may be used in the promotion of the Grant and will be displayed on public webpage(s) showcasing selected businesses.
4. The Applicant acknowledges and agrees that the information provided herein may be subject to disclosure, including under the Virginia Freedom of Information Act, Va. Code §§ 2.2-3700, et seq.
5. The Applicant gives permission and waives the confidentiality of any confidential tax information concerning the Applicants tax payment status, licensing status and business revenue information, so that the New Kent County Department of Economic Development may verify the tax payment status, licensing status and business revenues of the Applicant.
6. The Applicant hereby acknowledges and certifies that the information and representations set forth by the Applicant in the application are true and accurate in all respects as of the date of the submission of the application. The Applicant acknowledges that the Economic Development Authority of New Kent County will make evaluations and awards of Grant proceeds in reliance on the information provided by the Applicant, and that the information and representations set forth by the Applicant are material to the award of the Grant.
7. The Applicant hereby acknowledges that the New Kent County Development Authority has established certain criteria for qualified Applicants and applications, and that Applicants and applications that do not satisfy the established criteria shall not be considered. The criteria for qualified Applicants and applications are set out within. Applicant acknowledges and agrees that the determination of whether an Applicant or application satisfies the criteria for qualified Applicants and applications is solely in the discretion of the New Kent County Economic Development Authority. The Applicant acknowledges that all grant award decisions are final and are not subject to appeal.
8. The Applicant acknowledges and agrees that in the event the Applicant is awarded a Grant, the Applicant will use the Grant proceeds for the purposes described in the application.
9. The Applicant acknowledges and agrees that if the Applicant is awarded a Grant, and if within 90 days of the award the Applicant terminates the business then, upon sixty (60) days' notice by the County, the Applicant shall return the full amount of the Grant funds awarded to the New Kent County Economic Development Authority.

By initialing and dating here, the applicant has read and fully understands the terms outlined on page 4 of this application:

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10. The Applicant acknowledges and agrees that if the Applicant is awarded a Grant, and if within one year of the award the Applicant moves its principal place of business outside of New Kent County then, upon sixty (60) days' notice by the County, the Applicant shall return the full amount of the Grant funds awarded to the New Kent County Economic Development Authority.

11. The Applicant acknowledges that Grant recipients may be selected from qualified applications through a lottery process.

12. The Applicant acknowledges that the information and representations in the application may be verified by New Kent County and/or the New Kent County Economic Development Authority. The verification may occur prior or after the lottery. If an application contains inaccurate or incomplete information, or misrepresentations, the application may be rejected. An application rejected prior to a lottery award will not be placed in the lottery. If an application rejected after a Grant is awarded by lottery, but the funds are not disbursed, the Grant funds will not be disbursed and the Grant will be null and void. If an application is rejected after a Grant is awarded by lottery, and the funds are disbursed, then upon sixty (60) days' notice by the County, the Applicant shall return the full amount of the Grant funds awarded to the New Kent County Economic Development Authority and the Grant will be null and void.

13. In consideration of the time, expertise and other resources provided by New Kent County and the New Kent County Economic Development Authority, the Applicant, to the full extent permitted by law, by submitting an application voluntarily releases New Kent County and the New Kent County Economic Development Authority from any and all claims, actions, damages, costs or liabilities of any kind relating to or arising from or in connection with the awarding, advertising, receipt, and/or use or misuse of any Grant or participation in any related activities.

14. The Applicant covenants to save, defend, hold harmless and indemnify New Kent County and the New Kent County Economic Development Authority and all of its officers, departments, agencies, agent, and employees (Collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability, or exposure), however caused, resulting from, arising out of, or in any way connected with this application.

By initialing and dating here, the applicant has read and fully understands the terms outlined on page 5 of this application:

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**ALL GRANT APPLICANTS MUST COMPLETE THE GRANT DRAWING TICKET BELOW. ALL APPLICANTS ACKNOWLEDGE THAT IF THEY ARE SELECTED FOR A GRANT THAT THE NAME OF THEIR BUSINESS WILL BE MADE PUBLIC AND WILL BECOME PART OF PUBLIC RECORD.**

EDA Financial Assistance COVID-19 Lottery Ticket
_____
Name of Business
_____
Name of Owner or Applicant
_____
Phone Number