Applicants must be (minimum eligibility requirements)
- Must be a Bath County business with a physical location in Bath County.
- Had 25 or fewer employees as of March 31, 2020.
- Must be in good standing with regard to local taxes and fees.
- Must have been registered with the Virginia State Corporation Commission on or before March 31, 2019.
- Must have an EIN number.
- Business must have been in operation in Bath County for at least 12 months prior to March 31, 2020.
- Must be in compliance with the Bath County Code, local Land Use Regulations, and not on public property.
- Business must be able to prove a minimum of 25% loss in revenue as a result of the COVID-19 crisis.

Applicants are responsible for
1) Submitting a completed application form and requested documentation, with a clear response to the Program Scoring Rubric.
2) Providing a signed W-9 Form [link to IRS form]
3) Approved applicants will be required to submit an end of year follow-up summary to include proof of expenditures to explain how funds were spent and the benefit it brought to the business. Businesses who do not submit the follow-up report by December 1, 2020, will be required to pay back the grant funds in full by December 30, 2020.

Application submittal process
1) Completed applications will be accepted on a first-come first-serve basis through June 19, 2020 or until funding has been exhausted. (Don’t wait for the deadline to apply. Once funding is gone, there may not be additional funds.)
2) All qualified applications will be considered for approval according to the Program Scoring Rubric (applications that do not meet the minimum requirements per the scoring rubric will be denied).
3) If a business meets all Priority 1 Elements on the Scoring Rubric as determined by the County Administrator, their application will be recommended to the EDA Board of Directors for expedited approval and payment.
4) Applications can be obtained online at [link to Bath County website] or by appointment at Bath County Administration, 65 Courthouse Hill Road, Warm Springs, VA 24484.
5) Applications that do not qualify for Priority 1 Elements on the Scoring Rubric will be reviewed by the EDA Grant Review Committee for recommendation to the EDA Board of Directors.
6) Grant award amounts will be determined according to a priority scoring system (see Program Scoring Rubric for more details).
7) The EDA Board of Directors will meet as necessary (in accordance with public notification laws) to make a final determination on grants and approve payments.
8) The last meeting of the EDA Board of Directors to make a final determination on any outstanding 2020 Emergency Business Grant (COVID-19) applications will be July 1, 2020 unless additional funds have been secured or if any funds are still available.
9) Grant recipients can anticipate a check within 1 week of formal approval by the EDA Board of Directors.

Maximum award amounts
1) While Emergency Business Grant funding for the COVID-19 crisis allows for a maximum of $10,000, not all businesses will receive the full $10,000, but rather a portion up to $10,000.
2) If a business is denied funding, they may reapply if funding is still available.

Qualifying expenditures
1) Allowable expenses will be considered for expenditures incurred on or after March 31, 2020. Businesses will be considered in two tiers of priority. Businesses meeting all Priority 1 criteria will be approved administratively while all other qualifying businesses will be reviewed and evaluated by a committee.
2) Priority 1 expenditures will be considered for rent, utilities, insurance and expenses related to the necessary operation of the business (not payroll or inventory); Priority 2 expenditures will be considered for additional expenditures to include inventory, payroll, or other related expenses necessary for the immediate operation of the business.
3) Upon review, should a business be denied a grant, they may reapply if funding is still available.
4) If a business owns more than one location, they may only apply for one grant per business location.

Please direct all questions to: Bath County Administrator (540) 839-7221 or aharrison@bathcountyva.org
The Bath County Economic Development Authority established the Emergency Business Grant (COVID-19) to assist small businesses impacted by the COVID-19 crisis. The program is administered by the Bath County Administrator’s Office and the grants are awarded by the Bath County Economic Development Authority. Funding for the program is made possible by the Bath County Board of Supervisors and the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

Please direct all questions to: Bath County Administrator (540) 839-7221 or aharrison@bathcountyva.org

- Technical Assistance and guidance is available to assist with completing the grant application. Please contact the County Administrator’s Office for assistance at (540) 839-7221 or aharrison@bathcountyva.org
- Please review the Program Guidelines (above) and Program Scoring Rubric (below) before completing this application.
- Businesses must meet the minimum eligibility requirements to apply (see Program Guidelines).
- Completed applications will be accepted on a first-come first-serve basis through June 19, 2020 or until funding has been exhausted. (Don’t wait for the deadline to apply. Once funding is gone, there may not be additional funds.)
- Applications are reviewed on a first-come, first-serve basis and awarded according to a tiered priority system.
  - Businesses who meet all Priority 1 Elements of the Program Scoring Rubric will be expedited for approval and payment.
  - All other qualified applications will be reviewed and scored by the EDA grant review committee according to the Program Scoring Rubric.
- You must complete questions with an informative summary where requested, this will help determine your level of priority.
- Maximum award amount is up to $10,000 (not all applications may be approved).
- Approved applicants will be required to submit an end of year follow-up summary to include proof of expenditures to explain how funds were spent and the benefit it brought to the business. Businesses who do not submit the follow-up report by December 1, 2020 will be required to pay back all grant funding in full by December 30, 2020.

Application Checklist: Please submit the following to the Bath County Administrator’s Office:

- Completed application form
- Proof of before and after COVID-19 financial impact:
  - Examples could include: profit and loss statements, balance sheets, annual taxes, sales tax report, bank statements. Please black out any identifying information such as social security numbers, bank account numbers, etc.
- Itemized list and proof of how you intend to spend the funds:
  - Examples could include: costs incurred since March 31, 2020 that you are unable to pay, additional expenses incurred as a direct result of COVID-19, utility bills, insurance, schedule of lease payments, receipts, inventory costs, payroll or other vital expenditures necessary to operate the business. Maximum of 2 months of debt will be considered.
- Proof of number of employees prior to March 31, 2020
  - Examples: check stubs, payroll, bank statements, etc.
- Detailed summary of questions.
Date of Application submittal: ____________________________

Planned Use of Funds:
Rent $_______ Utilities $_______ Inventory $_______ Payroll $_______ Other $_______

Total Grant Request: ____________________________

Legal name of business: ____________________________________________

Doing business as (dba): __________________________________________

EIN #: ____________________________

Bath County business start date: ____________________________
Bath County business address: __________________________________________

Business phone and email: __________________________________________

Business owner’s name, email and phone number: ____________________________

__________________________________________________________

Business owner is a resident of: Bath County Yes No Commonwealth of VA Yes No

Does business owner lease or own the space? Lease____ Own____

If owned, does the property owner operate the business at this location? Yes No

How many businesses / locations does Business owner own / operate? ______

Locations of additional businesses? __________________________________________

Is the business owner applying for assistance at additional locations? (If yes, please include details in detailed summary.) Yes No

Name, phone number and email for person filling out grant application (if not the business owner):

Number of employees before and after March 31, 2020:

(Before) Full-time_______ Part-time_______ (After) Full-time_______ Part-time_______
Please attach a detailed summary answering the following questions: include additional documentation necessary to verify your circumstances: (the more detail you provide, the easier it will be for your application to be prioritized and scored)

1) Overview of business operation and service provided to community, highlight the uniqueness of the service or operation.
2) How has the COVID-19 crisis impacted your business?
3) What steps have you taken to mitigate your circumstances?
4) Have you applied for additional funding from a financial institution (if yes, please explain)?
5) Have you received approval for additional funding or assistance (if yes, how much)?
6) If you have not applied for additional funding or were denied, please explain.
7) What is your percentage of revenue loss?
8) How do you plan to regain your business operation and customer base to the status it was before COVID-19 Crisis?
9) Include an itemized statement of financial records showing how your business was doing before and after COVID-19. Include documentation showing how COVID-19 affected your business and proof that your business was stable prior to the crisis. Some examples could be: Profit Loss statements, Bank statements, lease payments, sales tax reports, and other financial obligations before and after COVID-19. Please black out any identifying information such as social security numbers, bank account numbers, etc.
10) Include an itemized statement of how you intend to spend the money, include billing statements, invoices, or other documentation showing amount owed.
11) Include documentation providing proof of the number of full-time and part-time employees you are responsible for.

Submit Applications to: 1) Hand-delivery/UPS/FedX - Bath County Administration, 65 Courthouse Hill Road, Warm Springs, VA 24484 2) First class mail - Bath County Administration, P.O. Box 309 Warm Springs, VA 24484 3) Electronically – aharrison@bathcountyva.org

I certify that the information I have submitted is correct to the best of my knowledge. I authorize Bath County and the Bath County Economic Development Authority to make inquiries as necessary to verify the accuracy of the statements and information made by me in the application. I agree to indemnify and hold harmless Bath County and the Bath County Economic Development Authority, their officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that Bath County 2020 Emergency Business Grant (COVID-19) provides before, during, and after the grant review process.

I also acknowledge and understand that I will be required to submit an end of year follow-up summary to include proof of expenditures to explain how the grant funds were spent and the benefit it brought to the business before December 1, 2020 and that if I fail to provide such report I will be required to pay back all grant funds in full by December 30, 2020.

------------------------------------------------
Business Owner or Authorized Officer Signature                  Date
------------------------------------------------
# Program Scoring Rubric

## Emergency Business Grant (COVID-19) May 27, 2020

For EDA Review Committee Purposes Only

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Date Application Received</th>
<th>Reviewer Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Grant Request</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planned use of funds:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent $_______</td>
</tr>
</tbody>
</table>

## Priority 1 Elements – qualifies for administrative approval if business scores 12 points in this section

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business has verified a maximum of 10 full-time equivalent employees (FTE’s) or less</td>
<td>4</td>
</tr>
<tr>
<td>Business owns a storefront in Bath County</td>
<td>1</td>
</tr>
<tr>
<td>Business is locally owned and operated (owner resides in Bath County and manages business at identified location)</td>
<td>1</td>
</tr>
<tr>
<td>Business has not yet received other financial assistance</td>
<td>1</td>
</tr>
<tr>
<td>Business was a non-essential business or was required to reduce their typical business operation</td>
<td>1</td>
</tr>
<tr>
<td>Business was operating successfully prior to shutdown</td>
<td>1</td>
</tr>
<tr>
<td>Business has a reasonable plan to continue operation after the shutdown is lifted</td>
<td>1</td>
</tr>
<tr>
<td>Business is a sales, meals, or lodging tax producing operation</td>
<td>1</td>
</tr>
<tr>
<td>All grant funds will be used for rent, utilities, or essential monthly expenses needed for the core operation of the business (not payroll or inventory)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Points from Priority 1 (max Score 12)**

## Priority 2 Elements to be Considered by Committee Review business must receive a total of 23 points in priority 1 and 2 categories for a passing score (for lines a, b, and c, select only ONE of these three)

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Business has verified a maximum of 15 full-time equivalent employees (between 11-15 FTE’s) or less</td>
<td>3</td>
</tr>
<tr>
<td>b) Business has verified a maximum of 20 full-time equivalent employees (between 16-20 FTE’s) or less</td>
<td>2</td>
</tr>
<tr>
<td>c) Business has verified a maximum of 25 full-time equivalent employees (between 21-25 FTE’s) or less</td>
<td>1</td>
</tr>
<tr>
<td>Business attempted to circumvent their circumstances prior to applying for the grant</td>
<td>1</td>
</tr>
<tr>
<td>Business made efforts to reduce impact to employees</td>
<td>1</td>
</tr>
<tr>
<td>Business made efforts to reduce impact to community</td>
<td>1</td>
</tr>
<tr>
<td>Business provides a unique operation or service to the community</td>
<td>1</td>
</tr>
<tr>
<td>Business has been in business 1 year or longer in Bath County as of March 31, 2020</td>
<td>1</td>
</tr>
<tr>
<td>Business has proven a revenue loss of at least 25%</td>
<td>1</td>
</tr>
<tr>
<td>Business is likely to survive the economic crisis</td>
<td>0-5</td>
</tr>
<tr>
<td>Business plans to utilize the funds for an immediate need necessary to continue a successful operation</td>
<td>0-5</td>
</tr>
<tr>
<td>County’s grant funding is needed for gap funding or to continue operation</td>
<td>0-5</td>
</tr>
</tbody>
</table>

**Total Points from Priority 2 (max Score 24)**

**Tally Total Score for Priority 1 and 2 (Max Score 33) Business must receive an average score from all reviewers of 23 or more to be considered for funding.**

**Should this business be approved for Bath County Emergency Business Grant (COVID-10-9) Funding?** Yes / No

**What is the total recommended grant amount? (maximum allowed $10,000)** $