



## **Pulaski County Small Business Recovery Grant Program**

Our small businesses are essential to Pulaski County, and we are here to assist you with navigating these difficult times. The Pulaski County Board of Supervisors has made available grants to support our small business community and help with your recovery efforts.

Financial assistance for small businesses in Pulaski County impacted by COVID-19 will be made available on August 3, 2020. Pulaski County Small Business Recovery Grants in the amount of up to \$5,000.00 grants can be used for critical operating expenses to offset some of the impacts of the shutdown and aid in responding to COVID-19. Critical expenses include but are not limited to payroll, operating and reopening expenses.

### **Eligibility**

- Businesses that are based in Pulaski County, Virginia (Both community and home-based businesses)
- Pulaski County businesses that were in operation prior to February 15, 2020
- Pulaski County businesses with 25 or less employees across all locations
- Pulaski County businesses that have not already been granted Paycheck Protection Program (PPP) funds will get first priority; however, all businesses that meet requirements are eligible
- Pulaski County businesses that are registered and in good standing with the State Corporation Commission (SCC) (as applicable)
- Pulaski County businesses that have a business EIN or file a Schedule C, E or F Tax Form
- Pulaski County businesses that are up to date on all Pulaski County taxes, charges and fees
- Pulaski County businesses that have a Pulaski County Business License prior to July 15, 2020 (as applicable)

### **How to Apply**

The County of Pulaski will administer the program. Forms can be downloaded from the Pulaski County website at: [www.pulaskicounty.org](http://www.pulaskicounty.org). Applications will be accepted on a first come first served basis starting on August 3, 2020 for businesses that have not received Paycheck Protection Program (PPP) funds. All other eligible businesses can apply starting August 10, 2020.

**NOTE:** *The entirety of the Pulaski County Small Business Recovery Grant Program is funded at a level of \$300,000.00 through a CARES Act appropriation to Pulaski County, Virginia. The program will conclude on December 1, 2020 or at which time the funds for the program have been depleted.*

### **Questions**

Please contact Michael Solomon, Pulaski County's Economic Development Director, at: (540) 440-0200 or [msolomon@pulaskicounty.org](mailto:msolomon@pulaskicounty.org) with any questions.



## Pulaski County Small Business Recovery Grant Application

### General Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

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

Business Name & Services Provided: \_\_\_\_\_

1. Is your business located in Pulaski County? Yes  No
2. Was your business in operation prior to February 15, 2020? Yes  No
3. Does your business have 25 or less employees across all locations? Yes  No
4. Did your business receive any PPP (Paycheck Protection Program) Funds? Yes  No
5. Is your business current in paying county taxes, charges and fees? Yes  No
6. Do you have a business EIN (If applicable)? Yes  No   
If yes, please list the number: \_\_\_\_\_
7. Is your business in good standing with the State Corporation Commission (SCC)? Yes  No
8. If you do not have an EIN for your business do you file a Schedule C, E or F Tax Form? Yes  No   
If yes, please include a copy of your most recent tax return.
9. Does your businesses have a Pulaski County Business License issued prior to July 15, 2020? (if applicable) Yes  No  If yes, please include copy of license.

### Financial Summary

Please provide a summary of how your business has been impacted by COVID-19.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grants are awarded in amounts up to \$5,000. Please indicate how much funding your business is applying for.

\$1,000    \$2,000    \$3,000    \$4,000    \$5,000

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Approved: Yes  No



The following items are approved expenses under the CARES Act, please estimate how the funds that you receive will be used. All expenses must have occurred **after** March 1, 2020 and **before** December 30, 2020.

Type of Expense	Amount	Description
Rent/Mortgage		
Payroll (employees/owner draw)		
Employee Benefits		
Utilities		
Marketing		
Vendor Payments		
Equipment Purchase/Lease		
Supplies		
Software		
Other		

**It is a requirement to fill out the W-9 attached to this application.**

*I certify, by my signature below, that my answers are true and complete to the best of my knowledge. If approved, I understand that false or misleading information in my application or use of the funds for expenses other than those deemed eligible for sustaining the business due to business interruption as a result of COVID-19 may result in having to return any funds received. I further understand that I should be prepared to provide documentation of eligible expenses for audit purposes and to maintain them for a period of five (5) years.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications may be submitted to: [jsweet@pulaskicounty.org](mailto:jsweet@pulaskicounty.org) or [msolomon@pulaskicounty.org](mailto:msolomon@pulaskicounty.org) , or they can be delivered to the Pulaski County Administration Building located at: 143 3<sup>rd</sup> Street NW; Suite 1, Pulaski, VA, 24301.



**It is important to keep this page for your records.**

Please be prepared to document all funds, per the chart below, that are spent over the next five (5) years, as well as retain ALL relevant receipts.

Type of Expense	Date(s)	Amount	Vendor	Receipt Attached	Description
Rent/Mortgage					
Payroll (employees/owner draw)					
Employee Benefits					
Utilities					
Marketing					
Vendor Payments					
Supplies					
Software					
Other					