



County of Rockbridge

Rockbridge County Economic Development

Authority

150 South Main Street

Lexington, Virginia 24450

ROCKBRIDGE COUNTY
OFFICE OF COMMUNITY
DEVELOPMENT

ECONOMIC
DEVELOPMENT
540-464-9662

PLANNING AND ZONING
540-464-9662

GEOGRAPHIC
INFORMATION SYSTEM
540-464-9656

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CFRBA COVID-19 RELIEF FUND GRANT APPLICATION

We understand the unprecedented hard times businesses are facing right now. To that end, The Community Foundation for Rockbridge, Bath, and Alleghany (CFRBA) in partnership with the Rockbridge County Economic Development Authority, Main Street Lexington, the Chamber of Commerce, Rockbridge County, and the City of Buena Vista has created an emergency grant fund to aid small businesses and non-profit organizations that are being affected by COVID-19. Approved grants funds can be used to cover overhead expenses such as utilities, insurance, and rent cost (rent cost will only be covered if a negotiation for deferment has not been reached with the landlord or management company).

The maximum grant amount is \$2,000.

The CFRBA COVID-19 Relief Fund has limited funding, therefore not all grant requests may be approved. Applications will be reviewed by the Rockbridge County Economic Development Authority (EDA) and then referred to the CFRBA COVID-19 Relief Fund Distribution Committee for approval. All information provided in this application will be kept confidential.

Please email your completed grant application to Brandy Flint at bflint@rockbridgecountyva.gov. You may also drop off a hard copy of the grant application at the Rockbridge County Administrative Office, 150 S. Main Street, Lexington, VA 24450. There is a black drop box located at the front doors on the Main Street side of the building.

Notice: The Rockbridge County Economic Development Authority and the CFRBA COVID-19 Relief Fund Distribution Committee are dedicated to maintaining the confidentiality of all private client information including proprietary business data, business plans, and tax ID numbers. If your grant is approved, additional documents may be required before transfer of funds.

CRFBA COVID-19 RELIEF FUND GRANT APPLICATION

1. **Business Name:**
2. **Business Address (Business addresses in the city limits of Lexington or Buena Vista are ineligible):**
3. **Your Name:**
4. **Email:**
5. **Contact phone number:**
6. **Amount of request (\$2,000 max):**
7. **What is the nature of your business?**

8. **Have you applied for any federal funding? If so, for which programs have you applied, for which programs were you approved, and what amounts were you approved for?**

9. **Do you have a valid Rockbridge County Business License?**
10. **Is your business the primary source of your income?**
11. **What are your monthly overhead costs, such as electricity, internet, gas, water, rent, etc.? Please list each cost individually.**

12. **How has COVID-19 impacted your business? Please provide your revenue for each month from 01/01/2020 – 04/30/2020 to demonstrate the impact of COVID-19 on your business. Please note that this is not your TOTAL revenue for this period, but the revenue FOR EACH MONTH.**

13. **How many employees did you have on March 12, 2020, the date that Governor Northam declared the COVID-19-related state of emergency for Virginia?**

14. Have you laid off or reduced hours for any employees since March 12th? If so, how many?
15. Prior to COVID-19, what was your weekly payroll or, if you are the sole operator, how much do you pay yourself each week? What is your weekly payroll now?
16. Have you negotiated deferred or reduced rent with your landlord? Yes or No
 - a. Name and contact information for landlord:
17. What was your previous rent payment (before March 12th) and what is it now?
18. If you own your business location do you have a mortgage payment? Yes or No
If yes, how much is your mortgage payment?
19. Have you temporarily closed your business? Yes or No
 - a. If yes, do you plan to reopen? Yes or No
 - b. If you plan to reopen, will it be as soon as the State of Emergency is lifted? Yes or No
 - i. If you plan to delay reopening please explain why.
20. What are your most pressing costs right now? What are you most pressing issues at this time?
21. Are your financial assistance needs immediate? Projected for May? Projected in June?
22. How will these funds help your business move towards stability or sustainability?

I certify that the information above is correct to the best of my knowledge. I authorize the Rockbridge County Economic Development Authority or the CFRBA COVID-19 Relief Fund Distribution Committee to make inquiries as necessary to verify the accuracy of the statements made by me in the application. I agree to indemnify and hold harmless the Rockbridge County Economic Development Authority, its members, County staff, employees, agents, and volunteers from any and all claims, loss or other liability arising from or related to the services that the Rockbridge County Economic Development Authority provides before, during, and after the grant review process.

Applicant Signature

Applicant Printed Name

Date: