

CULPEPER CARES

SMALL BUSINESS RECOVERY GRANT



The **Culpeper Cares Small Business Recovery Grant** is funded with \$3.3 million budgeted by Culpeper Town Council and Culpeper County Board of Supervisors from Coronavirus Relief Funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Financial grants of **up to \$20,000 to qualified Culpeper County small businesses and 501(c)(3) non-profit organizations** impacted by the COVID-19 pandemic will be available.

The grants will assist eligible businesses in maintaining operations including ongoing expenses such as rent/mortgage, insurance, utilities, and payroll. Recipients can also use funds to purchase e-commerce equipment or expand websites and online sales capabilities.

\$10,000 grants will be awarded to businesses with 0-10 employees

\$15,000 grants will be awarded to businesses with 11-25 employees

\$20,000 grants will be awarded to businesses with 26-50 employees

Online Applications open July 14 and close July 21 at 11:59pm EST.

About the Grant Process





Eligibility Requirements

- Current Town of Culpeper Business License if applicable
- One or more physical locations in Culpeper County, including the principal place of business
- Minimum of zero employees & a maximum of 50 full-time equivalent employees
- Less than \$2 million in gross annual receipts for the 2019 calendar year
- Current on Culpeper County and Town of Culpeper (if applicable) taxes as of March 1, 2020
- Been in operation for over one year (July 1, 2019)
- Experienced at least a 25% loss in revenue attributable to the COVID-19 pandemic
- Complete an online application form
- Provide all required business financial documentation (personal financials not required)
- Agree to program's terms and conditions

An aerial photograph of a historic town, likely Culpeper, Virginia. The image shows several multi-story red brick buildings with white window frames and shutters. A prominent church steeple is visible in the background. The town is surrounded by greenery and hills in the distance under a cloudy sky.

Eligibility Requirements

The following businesses are **NOT** eligible to participate or receive this grant funding:

- Banks and financial institutions
- Franchise businesses, except those that are owned and operated in Culpeper County

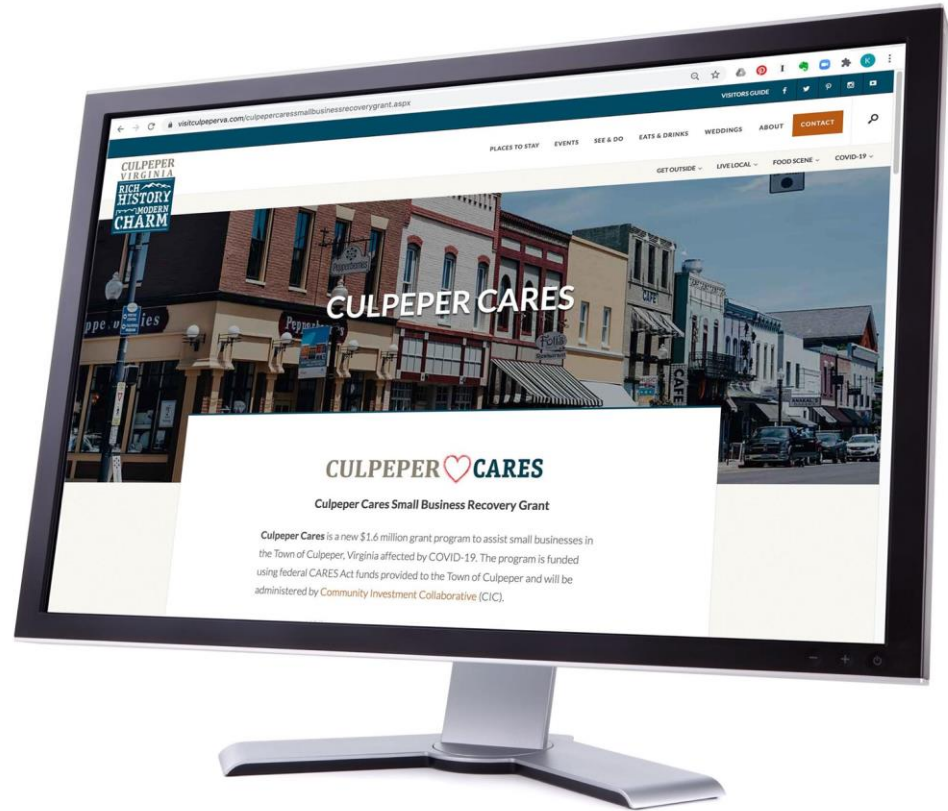
CULPEPER CARES

Culpeper Cares grant funds can be used for:

- Rent/Mortgage
- Insurance
- Payroll
- Equipment
- Utilities
- Other business critical operating expenses, example: adaptive costs such as the purchase of e-commerce, equipment/website creation and/or upgrade of an online sales site

Online Application Process

You will receive an email from LenderFit inviting you to apply for the **Culpeper Cares Small Business Recovery Grant**. Applications will open on July 14 and close on July 21.



APPLICATION QUESTIONS

Email CulpeperCares@culpeperva.gov or call (540) 727-0611, M-F: 8:00 am to 5:00 pm

Online Application Process: Getting Prepared

STEP 1

Complete Online Interest Form

Culpeper Cares Inquiry Form

This is not the grant application. We will use the information collected here to notify you when the grant application is available in early July 2020.

* Required

Your Name *

Your answer

Legal Business Name *

Your answer

Online Application Process: Getting Prepared

STEP 2

Gather Required Documents:

- 2018 AND 2019 Tax Returns
- Federal IRS Form W-9
- Federal IRS Form 941
- 2020 year-to-date Profit and Loss Statement
- 2019 Profit and Loss Statement
- Business Bank Account Statements

Online Application Process: Getting Prepared

STEP 3

Know your Federal Taxpayer Identification Number (EIN), Individual Taxpayer Identification Number (ITIN), or your Social Security Number (SSN)—whichever is applicable to your business.

Where can I find it?

EIN, ITIN, or Social Security Number (SSN)

Online Application Process: Getting Prepared

STEP 4

Have your Town of Culpeper and Culpeper County business account numbers.

- For assistance with **Town of Culpeper Business License Account Number** contact the Town of Culpeper Clerk's office: 540-829-8240 or email: clerksoffice@culpeperva.gov
- For assistance with **Town of Culpeper Business Tangible Property Account Numbers** contact the Town of Culpeper Treasurer office: 540-829-8220 or email: payonline@culpeperva.gov
- For assistance with **Culpeper County Business Tangible Property Account Numbers** contact Culpeper County Treasurer: 540-727-3442 or email: missynwhite@culpepercounty.gov

Online Application Process: Getting Prepared

STEP 5

Depending on the age of your business, you will need to collect one of the following sets of business account bank statements. The review committee will verify the economic injury using your business bank statements.

Option 1

April 2019	April 2020
May 2019	May 2020
June 2019	June 2020

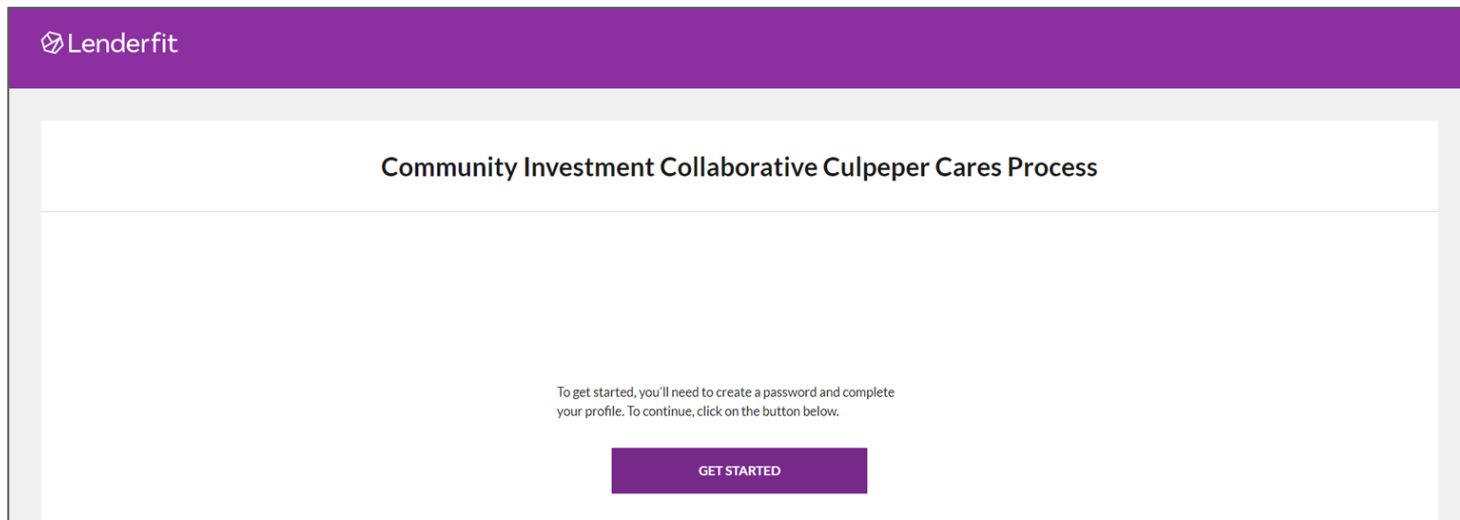
Option 2


July 2019	April 2020
August 2019	May 2020
September 2019	June 2020
October 2019	
November 2019	
December 2019	

Online Application Process

You will receive an emailed invitation to begin your application with **Lenderfit**, the secure-upload site used by CIC to collect applications.

Please accept the invitation, and then get started by creating your account!

A screenshot of a web application interface. At the top is a purple header bar with the Lenderfit logo and name. Below the header is a light gray border. Inside the border, the title "Community Investment Collaborative Culpeper Cares Process" is centered. Below the title is a large white rectangular area. At the bottom of this area, there is a line of text: "To get started, you'll need to create a password and complete your profile. To continue, click on the button below." Below this text is a purple button with the text "GET STARTED" in white capital letters.

 Lenderfit

Community Investment Collaborative Culpeper Cares Process

To get started, you'll need to create a password and complete your profile. To continue, click on the button below.


GET STARTED

Online Application Process


After your account is created, you will see the **Culpeper Cares** product in your account.


DASHBOARD

AN

 SEARCH APPLICATIONS




Dashboard
\$10,000 Total


 ADD PROFILE INFO

Activity	Organization	Contact	Product	Amount	Started	Checklist	Status	Message	View
Today	Community Investment Collaborative	Grace Burkhart	Culpeper Cares	\$10,000	7/01/20 0/11	<div></div>	Open		>

Inside Lenderfit

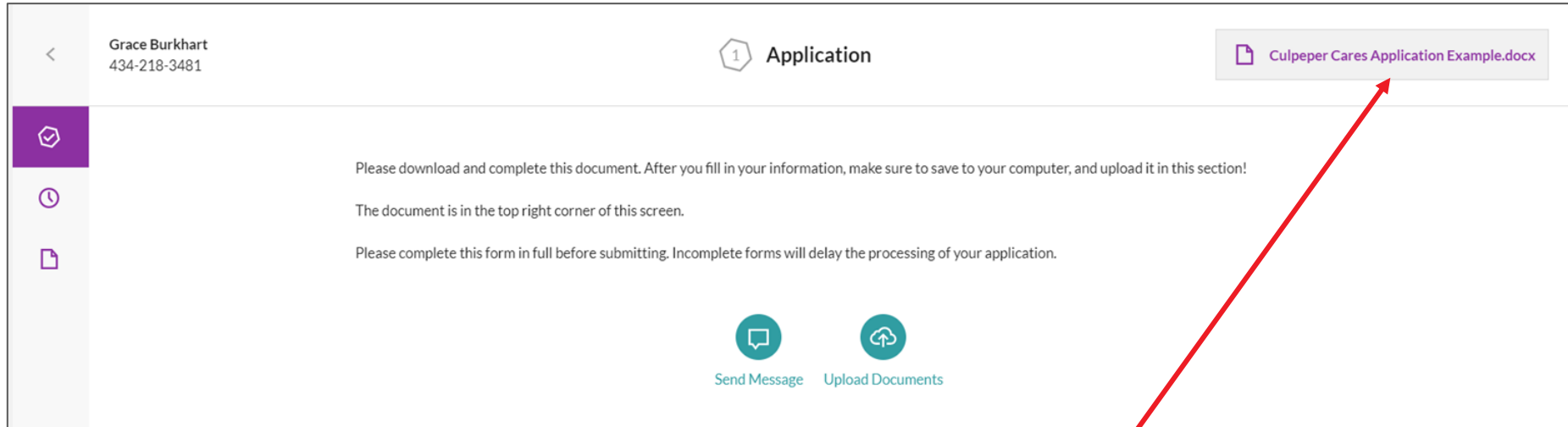
As shown here, there is a specific place to upload each required document.

Community Investment Collaborative	Grace Burkhart Contact	434-218-3481 Phone Number	07/01/2020 Application Started	Culpeper Cares Product	\$10,000 Amount	Open Status
 Checklist	<div><div>1</div>Application></div> <div><div>2</div>Culpeper Business License></div> <div><div>3</div>2018 and 2019 Tax Returns></div> <div><div>4</div>Federal IRS Form W-9></div> <div><div>5</div>Federal IRS Form 941></div> <div><div>7</div>Year-to-Date (2020) Profit & Loss Statement></div> <div><div>8</div>2019 Profit and Loss Statement></div> <div><div>9</div>Business Bank Account Statements></div>					
 History						
 Documents						



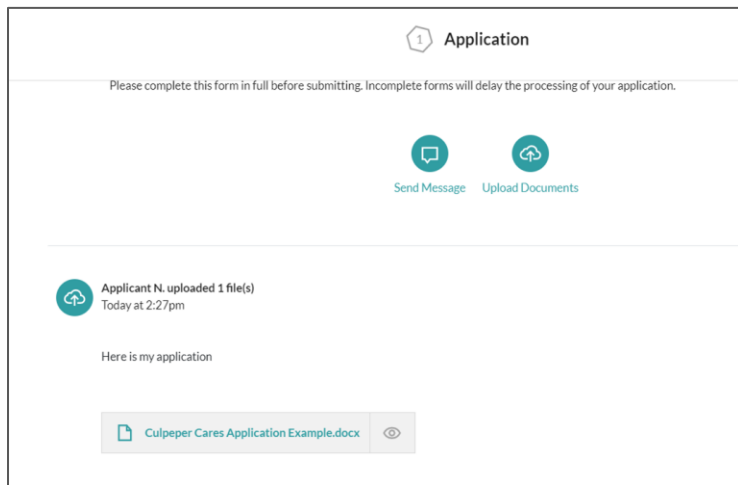
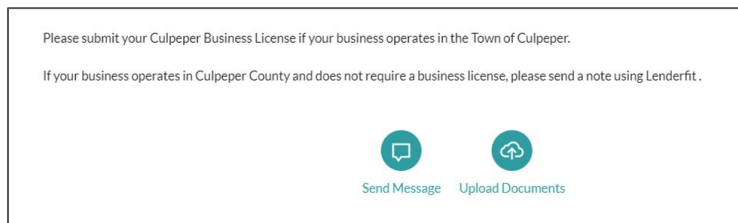
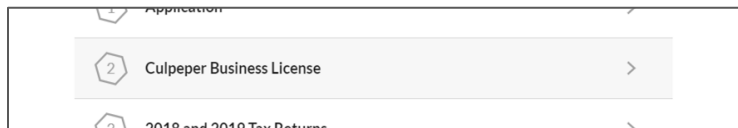
Item #1: Application

For item #1 on Lenderfit, “Application,” you will download and complete a fillable form. Be sure to save the document after you complete it, and then submit it into Lenderfit!



To get the application, open #1: Application, and the document to download will be in the top right corner.









Items #2–#9: Supporting Documents



1. Select the item
2. Choose “Upload Documents”
3. Use the “Send Message” feature if you have questions about the item.
4. You will see the item in your Lenderfit feed when it has been successfully submitted.

Inside Lenderfit

When an item has been successfully submitted, you will see a green check-mark appear next to the item. It may take a day or two for the item to be verified.

Grace Burkhart Contact	434-218-3481 Phone Number	07/01/2020 Application Started	Culpeper Cares Product	\$10,000 Amount	Open Status
		 Application	7/1/2020 >		
		 Culpeper Business License	7/1/2020 >		
		 2018 and 2019 Tax Returns	7/1/2020 >		
		 Federal IRS Form W-9	7/1/2020 >		
		 Federal IRS Form 941	7/1/2020 >		
		 Year-to-Date (2020) Profit & Loss Statement	7/1/2020 >		
		 2019 Profit and Loss Statement	>		
		 Business Bank Account Statements	7/1/2020 >		

You can see here that the “2019 Profit and Loss Statement” still needs to be submitted. You will be contacted via Lenderfit if any items are submitted incorrectly.

Inside Lenderfit

When all materials have been submitted and verified, you will see that “Application Complete” will have a green check next to it, and the status of your application will be “In Review.”

Community Investment Collaborative	Grace Burkhart Contact	434-218-3481 Phone Number	07/01/2020 Application Started	Culpeper Cares Product	\$10,000 Amount	In Review Status
✓ Checklist		✓ Federal IRS Form W-9		7/1/2020	>	
		✓ Federal IRS Form 941		7/1/2020	>	
		✓ Year-to-Date (2020) Profit & Loss Statement		7/1/2020	>	
		✓ 2019 Profit and Loss Statement		7/1/2020	>	
		✓ Business Bank Account Statements		7/1/2020	>	
		✓ Application Complete		7/1/2020	>	
		🔒 Decision			>	



Application Review and Evaluation

- All applications will be reviewed by the Culpeper Cares review committee.
- Grant administrators may contact you directly or via LenderFit if additional documentation is required to verify eligibility, or if they have questions on your application.
- Culpeper Cares review committee members have all signed the Department of Taxation Confidentiality Agreement—we share this information with you to help you feel comfortable sharing proprietary information with us! Only the review committee members will have access to your information. The members are as follows:
 - Paige Read, Director of Tourism and Economic Development for the Town of Culpeper
 - Laura Loveday, Special Projects and Grants Administrator, Culpeper County
 - Dave Reardon, Lord Fairfax Small Business Development Center
 - Rick Furnival, Culpeper Economic Development Authority Treasurer
 - Community Investment Collaborative staff

Notification of Grant Awards

- The goal is to notify all grant applicants by email end of July/early August. The volume of grant applications received will determine the timeline.
- Community Investment Collaborative will distribute funds.
- It will take approximately 10 to 14 days to receive the grant monies after businesses have been notified.





Reporting

- Grant recipients are required to maintain accurate and complete records of how grant funds are used and provide receipts documenting that the funds were used according to the grant specifications.
- All recipients must complete a final report with documentation of grant use and the impact on your business.
- Final Report documentation reports must be submitted to Town of Culpeper Tourism and Economic Development in December 2020 and again in June 2021.

Frequently Asked Questions

How do I show that my business experienced a 25% decline in revenue attributable to the COVID-19 pandemic?

This will be proven and verified through your business bank statements.

I received federal assistance through the SBA. Does that affect my eligibility for receiving the grant?

No. Businesses that have received federal SBA funding are still eligible for the grant.

Frequently Asked Questions

Can grant funds be used for costs I have already incurred?

Yes. With proper documentation, costs incurred after March 25, 2020 are eligible.

If my organization gets a grant, will it be taxable?

Yes. At the present time, it is considered taxable and must be reported on your 2020 taxes.

Frequently Asked Questions

Do I have to do anything after I'm awarded a grant?

USE FUNDS: Grant funds must be used for eligible expenses only.

MAINTAIN RECORDS: Grant recipients are required to maintain accurate & complete records of how grant funds are used & provide receipts documenting that the funds were used according to the grant specifications.

REPORT DOCUMENTATION: All recipients must complete post-award reports with documentation of grant use and the impact on your business. Final Report documentation written reports must be submitted to Town of Culpeper Economic Development in December 2020 and again in June 2021. All funds must be spent by June 2021.

If you fail to complete follow up reporting with documentation, you will need to return the grant award.

Frequently Asked Questions

Will the Town and County publicize the names of the companies awarded a grant?

Yes. After all grant applicants have been notified, grant awards will be listed on the Culpeper Cares Small Business Recovery Grant webpage and be included in a press release announcing the awardees.

CULPEPER CARES

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- Rent/Mortgage
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- Payroll
- Equipment
- Utilities
- Other business critical operating expenses, example: adaptive costs such as the purchase of e-commerce, equipment/website creation and/or upgrade of an online sales site

CULPEPER CARES



Culpeper Team

Paige Read
pread@culpeperva.gov
(540) 272-4167

Megan Gray
mgray@culpeperva.gov
(540) 272-1716

Kristi Mashon
kmashon@culpeperva.gov
(540) 717-7121

Laura Loveday
lloveday@culpepercounty.gov
(571) 239-3605



Lord Fairfax Small Business Development Center

Dave Reardon
DReardon@lfcc.edu
(540) 727-0638