



YADKINVILLE CARES SMALL BUSINESS ASSISTANCE GRANT INSTRUCTIONS

GRANT APPLICATION PROCESS AND TERMS

1. Businesses must complete and include the following with this application:
 - a. Complete 2019 filed Federal tax documents (include attachments such as 1099 forms)
 - b. Most recent bank statement
 - c. Financial statement (business income and expense statement since October 1, 2019)
 - d. Itemized budget for requested funds
 - e. Payroll: IRS Form 941 or equivalent
 - f. Signed and dated W9 Form
2. If application is complete, it will be reviewed for eligibility and applicant will receive a notice of award within a target of two weeks following submission.
 - a. In all cases, the Town reserves the right to reject any and all applications in the event the Town identifies a potential conflict of interest or the appearance of a conflict of interest.
 - b. Submission of an application in no way obligates the Town to award a grant and the Town reserves the right to reject any or all applications wholly or in part, at any time without penalty.
3. Awards will be made on a first-come, first-served basis. Note: The Town does not guarantee awards and there is no commitment if incorrect information is submitted, until actual grant of funds.
4. If awarded, this application becomes a binding contract between the entity named on the application and the Town of Yadkinville upon receipt of funds.
5. If awarded, funds may only be used for applicant's payroll expenses, utilities, lease payments or mortgage payments.
6. Businesses receiving funding are required to provide a response to a post-award data survey delivered via email and participate in a grant impact survey which will be distributed via email at the conclusion of the grant program.
7. The Town reserves the right to audit the applicant's books and records for compliance with the terms in this Agreement.
8. If applicable, businesses receiving funding are encouraged to adopt Federal and State guidance for operating their businesses (social distancing, clean-down procedures, limiting in-store occupancy, etc.).
9. Grant funds will be issued upon approval and execution of this application by the Town of Yadkinville.
10. The program will remain in effect during the Town of Yadkinville's declared state of local emergency and while funds are available.