



Loudoun Is Ready Outdoor Seating Grant Application Questions

- Applicant First Name
- Applicant Last Name
- Applicant Title
- Business Name
- Contact Phone Number
- Contact Email
- Applicant Business Address (Where the tent and/or heaters are located)
- Is your business located in one of the incorporated towns?
- Type of business
 - Restaurant
 - Brewery
 - Distillery
 - Winery
 - Tasting Room
- Business EIN (Employer Identification Number) or TIN (Taxpayer Identification Number)
- Do you have more than one location in Loudoun County under the same business owner or name?
 - Business Name
 - Address
 - EIN (if separate from primary location EIN)
- Are you requesting a reimbursement for already purchased items or payment assistance?
 - Reimbursement

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- You will be asked to upload your receipts, but please provide a summary of each receipt you are submitting:
 - Receipt Number
 - Receipt Date
 - Store/Vendor Name
 - Item Purchased
 - Item Amount (not including sales tax)
 - Item Purpose
- Payment Assistance – For payment assistance, applicants will be contacted by County staff to discuss required additional information and to discuss next steps and deadlines.
- For which expenses are you requesting reimbursement or payment assistance? (Please check all that apply)
 - Tent
 - Is your tent greater than 900 sqft?
 - Heater
 - Fuel for Heaters
 - Other – Additional expenses associated with tents, heaters or fuel for heaters are NOT guaranteed but will be considered for reimbursement only and with appropriate documentation at the discretion of the grant review team.
- Do you have approved temporary outdoor seating?
 - Yes, Issued by Loudoun County
 - Please provide your permit # (If you do not have your permit number you may still apply and input N/A but your processing may be delayed)
 - Yes, Issued by an Incorporated Town
 - Please provide your permit # (If you do not have your permit number you may still apply and input N/A but your processing may be delayed)
 - No

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- Do you have approved permanent outdoor seating? (Ex. Permanent patio or tented seating that was in place prior to COVID-19)
 - Yes, Approved by Loudoun County
 - Please provide your site plan or zoning permit # (If you do not have your permit number you may still apply and input N/A but your processing may be delayed)
 - Yes, Approved by an Incorporated Town
 - Please provide your site plan or zoning permit #(If you do not have your permit number you may still apply and input N/A but your processing may be delayed)
 - No
 - Only businesses who are already permitted or approved for outdoor seating are eligible for this grant.
- What communities do you identify with or consider yourself a part of? (Optional;)
 - Woman-Owned Business
 - Minority-Owned Business
 - Asian-Owned Business
 - Black-Owned Business
 - Hispanic-Owned Business
 - Veteran-Owned Business
 - Disability-Owned Business
 - LGBTQ-Owned business
 - Native American-Owned Business
- Please provide a brief narrative of how COVID-19 has impacted your business (Optional)
- Certifications
 - My for-profit business is located within Loudoun County
 - I have not received funding for similar expenses from any of the incorporated towns in Loudoun

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- If you are awarded, you will be asked to provide the Economic Development Authority additional banking forms for financial disbursement.
 - I understand that this grant is being providing using CARES Act funding and must be used for the stated purposes and that the funds will be claimed as taxable income and subject to all federal regulations pertaining to the CARES Act.
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- Document Uploads:
 - 2020 or 2019 IRS Form W-9* *File Upload*
 - If requesting a reimbursement, please upload copies of all your receipts for eligible expenses. Please make sure the file is legible and that the name of the vendor, listing of items, date of purchase and total amount is visible. If your receipt includes non-eligible expenses please highlight the expenses for which you are seeking reimbursement.

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