



# Business Reinvestment and Recovery Grant Application Questions

Please be aware that this document is only for illustrative purposes and will not be accepted as an application for the Business Reinvestment and Recovery Grant. All applications must be submitted through the portal at [LoudounBusinessFund.org](https://LoudounBusinessFund.org).

## Business Information

- First Name of Legal Business Owner \*  
*Please use the legal business owner name as listed on the IRS Form W-9.*
- Last Name of Legal Business Owner \*  
*Please use the legal business owner name as listed on the IRS Form W-9.*
- Business Name as Listed on IRS Form W-9 \*
- DBA/Trade Name of Business (if applicable)
- Type of Business \*
  - Individual sole proprietor
  - Single member LLC
  - Corporation
  - Partnership
  - Trust estate
  - Limited liability company
  - Other
- Please Provide your NAICS code \*  
[Click here to look up your NAICS Code](#)
- Loudoun County Business Address
  - Street Address \*
  - City \*
  - State / Province / Region \*
  - Postal / Zip Code \*
- Is your Loudoun County business address the same as your home address? \*
  - Yes
  - No (*if selected, you will be asked to provide the business owner's home address*)
- Is your business located in one of the following incorporated towns? \*

43777 Central Station Drive • Suite 300 • Ashburn, VA 20147  
Tel: 703-777-0426 • Fax: 703-771-5363

- Town of Hamilton
- Town of Hillsboro
- Town of Leesburg
- Town of Lovettsville
- Town of Middleburg
- Town of Purcellville
- Town of Round Hill
- No, my business is not located in an incorporated town.
- Does your business have an Employer Identification Number (EIN)? \*
  - Yes
  - No
- What is the Employer Identification Number (EIN) associated with your business? \*  
*If there is no EIN, you will be asked to provide the Social Security Number (SSN) associated with your business.*
- What communities do you identify with or consider yourself a part of? (optional)  
*You may select more than one. Selecting any of these is for data collection purposes and will not affect your application's eligibility.*
  - Asian-Owned Business
  - Black-Owned Business
  - Disability-Owned Business
  - Hispanic-Owned Business
  - LGBTQ-Owned Business
  - Minority-Owned Business
  - Native American-Owned Business
  - Veteran-Owned Business
  - Woman-Owned Business
  - None of the Above
- Will you need translation services when called? \*  
*Calls will be made after applications are submitted and the Commissioner of Revenue verifies your business license. Requesting translation services will guide us with future communication and will not affect your application's eligibility.*
  - I speak English and will not require translation.
  - Hablo español y necesito una traducción.
  - أنا أتحدث العربية وأود الترجمة.
  - میری زبان اردو ہے اور مجھے ترجمہ درکار ہے۔
  - Tôi nói tiếng Việt Nam và cần dịch thuật.
  - 我说普通话 · 需要翻译。
  - زبان من فارسی است و به ترجمه نیاز دارم.
- Lease Expiration Date (if not applicable, please type N/A) \*
- Monthly Rent/Mortgage
- Number of Employees as of February 2020
  - Number of W2 Employees \*

- Number of 1099 Employees \*
- Current Number of Employees
  - Number of W2 Employees \*
  - Number of 1099 Employees \*

## Financial Information

- Has your business received funds (grants or loans) specific to the COVID-19 pandemic?  
*(If you did not receive funds from one of the programs, please type in "0" to indicate \$0)*
- Economic Injury Disaster Loans (EIDL) Amount \*
- Paycheck Protection Program (PPP) Amount \*
- Commonwealth of Virginia Amount \*
- Loudoun County Business Interruption Fund Amount \*
- Loudoun County Outdoor Seating Grant Amount \*
- Loudoun County Hotel Relief Grant Amount \*
- Fiscal Year 2019
  - Actual Fiscal Year 2019 Gross Revenue \*  
*Please use your fiscal year when responding. If your business opened during 2019, please enter actual revenue and note the date your business opened in the Narrative Information section part of this application.*
  - Actual Fiscal Year 2019 Expenses \*
- Fiscal Year 2020
  - Actual Fiscal Year 2020 Gross Revenue \*
  - Actual Fiscal Year 2020 Expenses \*
- Fiscal Year 2021 Q1
  - Actual Fiscal Year 2021 Gross Revenue Q1 \*
  - Actual Fiscal Year 2021 Gross Expenses Q1 \*
- Fiscal Year 2021 Q2
  - Actual Fiscal Year 2021 Gross Revenue Q2 \*
  - Actual Fiscal Year 2021 Gross Expenses Q2 \*
- Fiscal Year 2021 Q3
  - Actual Fiscal Year 2021 Gross Revenue Q3 \*
  - Actual Fiscal Year 2021 Gross Expenses Q3 \*
- 2021 Q3 Taxable Income
  - Revenue Percent Change from Previous Quarter – Q3 2021
  - Expenses Percent Change from Previous Quarter – Q3 2021
- Have you completed financial accounting for any of the additional quarters below? Please check all that apply: \*
  - Fiscal Year 2021 Q4
  - Fiscal Year 2022 Q1
  - Fiscal Year 2022 Q2
  - Fiscal Year 2022 Q3

- Fiscal Year 2022 Q4

### Project Information

- Please provide a brief narrative of the impact that COVID-19 has had on your business and/or your industry. \*
- Please explain how the requested funds will enable your business to make a change to your business model, adopt new technologies or practices, or otherwise reinvent your business to cope with the economic or public health requirements and challenges created by the COVID-19 pandemic. \*
- Total cost of project \*
- What is your requested grant amount? \*  
*Response must be at or under \$50,000 as this is the maximum grant award.*
- Type of Project \*
  - Equipment
  - Marketing (Must be a one-time, tangible expense and not ongoing costs)
  - Software
  - Building Improvements/Construction
  - Other

### Criteria

- Please confirm that your business meets the eligibility criteria for this grant. Please note that eligibility at this stage does not guarantee receipt of the funds.
  - Licensed and operational for-profit business in Loudoun County
  - Operational prior to March 1, 2020
  - Currently open and operating (Funds may NOT be used to restart a business closed during COVID-19)
  - Commitment to maintain funded project within Loudoun County for a minimum of 2 years post-award
  - 0-250 employees (no limit on 1099 contractors)
  - Pre-Covid (March 1, 2020) revenue of at least \$50,000 and no more than \$8 million.
  - Funds will only be distributed via ACH (If awarded the business must provide the Economic Development Authority additional banking forms for financial disbursement)
- All materials submitted to the Business Reinvestment & Recovery Grant (BRRG) will be treated as public records and subject to the Freedom of Information Act (FOIA) rules and regulations. If you have questions or concerns about this requirement please contact the Department of Economic Development at 1-800-LOUDOUN before submitting your application. By submitting an application, the Applicant certifies that it is not under any agreement or restriction that prohibits or restricts its ability to disclose or submit the materials included in the application or otherwise to participate in the BRRG. The BRRG constitutes unconditional agreement to and acceptance of the Terms and Conditions.
  - Do you agree to the statement above? \*

- Click here to review the Terms and Conditions for the BRRG:  
<https://biz.loudoun.gov/BRRG-terms/>
- Agree to all of the following:
  - Funds will be used in accordance with and applicant will abide by all rules, regulations, timelines, and reporting requirements contained herein or contained within the rules of the American Rescue Plan Act
  - All funds provided by the Business Recovery and Reinvention Grant will be used for the Loudoun County business noted in the approved application
  - Funds will not be used for anything beyond the approved project provided in the application Provide all necessary documents to ensure compliance with the Business Reinvestment and Recover Grant and the American Rescue Plan Act
  - Complete all after-award reporting requirements
  - Projects not completed as approved may be subject to refund requirements up to and including the full amount of the awarded grant.

SAMPLE