



Safety Enhancement Grant: Program Overview

The Economic Development Authority (EDA) of the Town of Ashland is pleased to offer businesses located within corporate limits of the Town the opportunity to apply for a Safety Enhancement Grant. The purpose of the grant program is to assist Ashland businesses in meeting enhanced safety guidelines under the Governor's Phase I, II, and III plans for reopening the Commonwealth. While technically a program of the EDA administration will be managed by Town of Ashland staff.

Selection: Projects will be reviewed to determine if the funds requested help the business meet a specific guideline required or recommended by the State in order to re-open. See the Project Checklist at the end of this document.

Guidelines:

1. Business must be located within the Town of Ashland and current on all Town taxes, including meals and transient taxes due on or before March 16, 2020, and have a current business license as of the date of the application. The applicant may be the business owner or operator. Non-profit organizations and home-based businesses are not eligible.
2. Grants are intended to be awarded prior to the project's initiation, and it may cover the entire cost of the proposed project. Grant reviewers will respond to all complete applications within two business days. This program will exist until all funds allocated to it by the EDA are expended or the program is suspended by the EDA.
3. Projects completed between April 1, 2020, and May 15, 2020, may be eligible for reimbursement with appropriate documentation including receipts. (The EDA has authorized staff to consider applications outside of the earlier dates listed. 8/20/2020)
4. The completed application must be submitted to planning@ashlandva.gov, and approved by, the EDA's designated grant reviewer. Any changes made to the details of the application after it has been approved must be submitted before completion, are subject to approval, and may jeopardize the grant.

Town of Ashland Economic Development Authority
101 Thompson Street
P.O. Box 1600
Ashland, Virginia 23005

Contact Joe Topham – Business Retention & Expansion Manager jtopham@ashlandva.gov
phone: (804) 798-1073 www.ashlandva.gov
fax: (804) 798-4892

5. The applicant will be paid upon approval of the application and processing by the Economic Development Authority.
6. Projects must comply with all local, state and federal rules. If necessary, appropriate permits must be obtained.
7. The program is not intended to fund routine operations, such as standard cleaning supplies (ie. dish soap). The program is intended to fill funding gaps in completing safety measures necessary to reopen business operations.
8. Proof of purchase must be submitted within sixty (60) days of the receipt of grant funds. An extension may be granted if the grant reviewer is contacted prior to the deadline.
9. Grants will be awarded up to \$2,000 per businesses. The EDA reserves the right to adjust the program and its funding tiers at its discretion.

Project Checklist:

Does the proposed project comply with all relevant local, state and federal rules?

Does the project address a specific State requirement for reopening under Phase I, II, or III of the Governor's guidelines?

Will the business re-open before or after receiving the grant?

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Safety Enhancement Grant

Date: _____



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Applicant Contact

Name: _____ Phone: _____

Address: _____

Email: _____

Business Information

Name: _____ Phone: _____

Address: _____

Property Owner (required if project will permanently alter the business's physical presence)

Name: _____ Phone: _____

Owner Signature: _____ **Date:** _____

If a legal representative signs for a property owner, please attach an executed power of attorney.

Required Attachments

- Narrative description of how the funds would be used to meet a specific element of the Governor's plan for re-opening. Please specifically list the requirement the grant would respond to.

Total cost of project: \$ _____

Applicant Acknowledgement of Conditions

I [Applicant] have read the conditions and acknowledgements and agree to fulfill the terms and conditions of this program.

Signature: _____ **Date:** _____

Proposal Description (responses may be submitted on an attached document)

1. Describe your project and timeline.

2. Specifically describe which of the Governor's new requirements for your business the funds would be used for?

Conditions and Acknowledgements

This grant program is subject to change or cancellation at any time by the Economic Development Authority (EDA). In addition, any policy or procedure described herein may be waived by official action of the same individuals or their designees. The EDA reserves the right to reject any and/or all applications.

If I am successful in obtaining a Safety Enhancement Grant, I am obligated to submit proof of purchase(s) to the EDA within sixty (60) days of the receipt of grant funds.

I have read, understand and will comply with the criteria described in this application and the adopted Safety Enhancement Grant Program Overview, as well as the timeline, and I certify that the above information is true and correct to the best of my knowledge. I hereby acknowledge my application for a grant, and do authorize the EDA to obtain verifications from any source named in this application. The applicant's submission may be shared with other Ashland businesses.

Application Review:

EDA/TOA Signature: _____ **Date:** _____

- Current on all Town taxes, including meals and transient taxes due on or before March 16, 2020, and has a current business license.
- Meets the goals of the program
- Approved / Denied (circle one) – Explanation will be provided to the applicant if the application is denied.
- Grant Amount \$ _____ (if applicable)