



CALENDAR YEAR 2020

BUSINESS LOCATED IN THE TOWN OF LOVETTSVILLE, VA
 BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE TAX ASSESSMENT FORM

PLEASE REVIEW THE INFORMATION IN THE SHADED AREAS BELOW AND UPDATE/COMPLETE AS NECESSARY.

OWNER'S NAME	
BUSINESS NAME	
MAILING ADDRESS	

BUSINESS INFORMATION

BUSINESS PHONE NUMBER	
EMAIL ADDRESS	
SSN OR FEDERAL EMPLOYER IDENTIFICATION NUMBER	
BUSINESS LOCATION – PHYSICAL ADDRESS	
NUMBER OF EMPLOYEES AT THIS LOCATION	
DESCRIPTION OF BUSINESS ACTIVITIES AT THIS LOCATION	

STATEMENT OF GROSS RECEIPTS AND TAX COMPUTATION

VERIFICATION OF GROSS RECEIPTS: a copy of your Schedule C or appropriate Federal tax filing documentation must be submitted with this application.

ROW	CALCULATION	Receipts	Tax Due
A	TOTAL GROSS RECEIPTS FOR CALENDAR YEAR 2019 <i>(If this is a new business, enter estimated gross receipts for 2020)</i>	\$ _____	\$30.00
B	SUBTRACT \$20,000 FROM ROW A	-\$20,000	
C	ADJUSTED GROSS RECEIPTS	\$ _____	
	IF ROW C IS ZERO OR LESS GO TO ROW E, OTHERWISE CALCULATE ADDITIONAL LICENSE TAX ON ROWS D		
D	MULTIPLY ROW C BY 0.0017 (\$0.17/\$100)	\$ _____	
E	TOTAL LICENSE TAX DUE BEFORE MAY 1, 2020 (\$30 FROM ROW A + AMOUNT FROM ROW D)		\$ _____
F	AMOUNT DUE AFTER MAY 1, 2020 (ROW E +10% LATE FEE)		\$ _____

DECLARATION

I DECLARE THAT THE STATEMENTS AND FIGURES GIVEN ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
_____ SIGNATURE CEO/PARTNER/OWNER/OFFICER	_____ DATE

APPLICATION AND PAYMENT DUE BY **MAY 1, 2020**.
 MAKE CHECK PAYABLE TO TOWN OF LOVETTSVILLE.

TOWN OF LOVETTSVILLE
 ATTENTION: TREASURER
 PO Box 209
 LOVETTSVILLE, VA 20180-0209

FOR OFFICE USE ONLY

2019 LICENSE	
2020 LICENSE	
DATE RECEIVED	
AMOUNT	
DATE ISSUED	
INITIALS	

Town of Lovettsville

COVID-19 Business Interruption Fund Application Round 3 is due by the end of the day, September 25, 2020

The data disclosures will mimic those used by the County and is a part of the application form so that applicants acknowledge grant amounts and recipients will be a matter of public record. Applicants that can verify that they meet the grant criteria will be placed into a pool for final consideration. The amount received by a business will be calculated based on a weighted formula but the minimum distribution a business will receive in this Round can be up to \$1,000 but cannot exceed losses related to COVID- 19. Please print out this application and complete all fields below.

First Name of Legal Business Owner Please use the legal business owner name as listed on the IRS Form W-9 and Business License Form.

Last Name of Legal Business Owner Please use the legal business owner name as listed on the IRS Form W-9 and Business License Form.

Business Name as Listed on IRS Form W-9 and Business License Form

DBA/Trade Name of Business (if applicable)

Type of Business (Please check one)

- Individual sole proprietor
- Single member LLC
- Corporation
- Partnership
- Trust estate
- Limited liability company
- Other Please describe _____

Business Address

Street Address _____

City _____ **State** _____ **Postal / Zip Code** _____

Applicants Home Address if different from the Business Address

Street Address _____

City _____ **State** _____ **Postal / Zip Code** _____

Is your business located in the town of Lovettsville? (Please check one)

- Yes
- No, my business is not located in an incorporated town.

Does your business have an Employer Identification Number (EIN)?

- Yes
- No, if no what is your Social Security Number (SSN) associated with your business

Lease Expiration Date (if not applicable, please type N/A) _____

Monthly Rent/Mortgage _____

Actual Fiscal Year 2018 Gross Revenue

Please use your fiscal year when responding. _____

Actual Fiscal Year 2019 Gross Revenue

Please use your fiscal year when responding. _____

Projected Fiscal Year 2020 Gross Revenue Before COVID-19

Please use your fiscal year when responding. _____

Please provide a brief narrative of the impact that COVID-19 has had on your business.

Please describe how the Business Interruption fund will be used to help you retain your employees (if applicable) and keep your business operating during these challenging times. Please provide specific amounts for payroll, rent, utilities, etc.

Please provide any other information you would like considered as part of this application.

Please provide the following as an attachment to the application

IRS Form W-9 and Town Business License Form

Note: You will not receive any funding without the W-9 properly filled out and signed. Please click on the link below to print out the application:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

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.

Did this business received a grant from the COVID-19 Loudoun Business Interruption Fund in the first or second or third or fourth rounds.

- Yes, if so, how much did you receive \$ _____
- No

This business has at least a 20% loss in revenue that can be attributed to COVID-19.

- Yes, if so, how much total loss to date since March 2020 \$ _____
- No

This business is a licensed and operational for-profit business in the Town of Lovettsville, Va.

- Yes
- No

If you are awarded, you will be asked to provide the Economic Development Authority additional banking forms for financial disbursement.

I understand and will comply

I cannot do this

Please provide your business e-mail and your cell phone number in case we need any additional information.

e-mail _____

cell Phone number _____

Please sign here

Business Owner or Representative

Please submit one application per business. If you own multiple businesses in the Town of Lovettsville, you must add a separate Business Application for each Business.

You will receive a four-digit number after your application has been initially processed through the Town.

If you have any question, please feel free to give Robert Ritter, Town Manager a call at (540) 822-5788.

ATTACHMENT A

TO

**MEMORANDUM OF AGREEMENT BETWEEN THE
ECONOMIC DEVELOPMENT AUTHORITY OF LOUDOUN
COUNTY, VIRGINIA AND THE TOWN OF LOVETTSVILLE,
VIRGINIA FOR BUSINESS INTERRUPTION FUND**

Lovettsville Business Interruption Funding (GRANT)

The data disclosures will mimic those used by the County and be a part of the application form developed by the Town so that applicants acknowledge grant amounts and recipients will be a matter of public record.

Eligibility Requirements Round 1

1. To be eligible, Applicant must be a licensed and operating business entity in the Town of Lovettsville, Virginia;
2. Applicant must have a physical location in the Town of Lovettsville, which may be a location within a residence;
3. Applicant must be able to demonstrate at least a 20% loss in revenue that can be attributed to COVID-19;
4. Applicants must be for-profit businesses. Non-profit organizations are not eligible;
5. Applicants must complete an online application and provide a completed W-9 form, 2020 Lovettsville Business License renewal form showing gross receipts for 2019 and financial documentation that certifies the business's revenue and projected impact related to COVID-19.
6. If a business received a grant from the COVID-19 Loudoun Business Interruption Fund in the first or second or third rounds, it is not eligible to receive a grant from the Lovettsville Business Interrupt Fund in this round.

Eligibility Requirements Round 2

1. To be eligible, Applicant must be a licensed and operating business entity in the Town of Lovettsville, Virginia;
2. Applicant must have a physical location in the Town of Lovettsville;, which may be a location within a residence;
3. Applicant must be able to demonstrate at least a 20% loss in revenue that can be attributed to COVID-19;
4. Applicants must be for-profit businesses. Non-profit organizations are not eligible;
5. Applicants must complete an online application and provide a completed W-9 form, 2020 Lovettsville Business License renewal form showing gross receipts for 2019 and financial documentation that certifies the business's revenue and projected impact related to COVID-19.

Criteria

Applicant business must demonstrate Round 1:

1. Gross receipts from 2019 must be reported
2. At least a 20% loss in revenue that can be attributed to COVID-19;
3. That the business is a licensed and operating business within Town of Lovettsville.
4. If a business received a grant from the COVID-19 Loudoun Business Interruption Fund in the first or second or third rounds, it is not eligible to apply to the Lovettsville Business Interrupt Fund in this round.

Applicant business must demonstrate Round 2:

1. Gross receipts from 2019 must reported.
2. At least a 20% loss in revenue that can be attributed to COVID-19;
3. That the business is a licensed and operating business within Town of Lovettsville.

Selection Process Round 1

1. The Town will email all BPOL license holders with an announcement of the grant program, including the Town's application form as an attachment. The announcement will outline the opportunity for submission for both Round 1 and Round 2. Applicants will submit their online applications during the open application period, July 5 – 10, 2020 or as soon as practicable thereafter. The application calls for contact information, business information, and a brief narrative of the impact that COVID-19 has had on Applicant's business.
2. Town staff will screen applications for eligibility and reach out for follow-up information, including business documents to be sent via email. Contact from a Town Government staff member at this point does not guarantee your selection for a grant.

Applicants that can verify that they meet the grant criteria will be placed into a pool for final consideration. The amount received by a business will be calculated based on a weighted formula but the maximum distribution a business can receive in any Round will be \$1,500, but cannot exceed losses related to COVID-19.

3. All businesses will receive contact from the Town to confirm their selection or non-selection.
4. The EDA will disperse the funds to the selected businesses starting in late July 2020.

Selection Process Round 2

1. Applicants will have received notice of the Round 2 process as outlined in paragraph 1 above. Applicants will submit their online applications during the open application period, July 27 – 31, 2020. The application calls for contact information, business information, and a brief narrative of the impact that COVID-19 has had on Applicant's business.

2. Town staff will screen applications for eligibility and reach out for follow-up information, including business documents to be sent via email. Contact from a Town Government staff member at this point does not guarantee your selection for a grant.

Applicants that can verify that they meet the grant criteria will be placed into a pool for final consideration. The amount received by a business will be calculated based on a weighted formula but the maximum distribution a business can receive in any Round will be \$1,500, but cannot exceed losses related to COVID-19.

3. All businesses will receive contact from the Town to confirm their selection or non-selection.
4. The EDA will disperse the funds to the selected businesses starting in Early August 2020.

Grants Round 1 & 2

The presumptive total amount of grants awarded in each round will be \$44,250.00. However, any funds remaining uncommitted from Round 1 will be added to the Round 2 pool for a total of \$88,500 so that the greatest number of businesses may qualify for relief.

All payments be capped at no more than the amount of actual losses established by the grant recipient. No recipient shall be eligible to receive more than \$1,500 in grant funding.

Terms & Conditions

1. Application for The Fund constitutes an unconditional agreement to and acceptance of the Terms and Conditions. The Applicant is responsible for ensuring his or her familiarity with the Terms and Conditions.
2. 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 apply for The Fund.
3. Applicants acknowledge and agree that information submitted by Applicants will be used in the promotion of The Fund and will be displayed on public webpage(s) showcasing selected businesses.
4. The Applicant, to the full extent permit by law, by submitting an application voluntarily releases the EDA, the Town and the County from any and all claims, actions, damages, costs or liabilities of any kind relating to or arising from or in connection with the awarding, advertising, receipt, and/or use or misuse of a grant or participation in any Business Interruption Fund-related activities.