



## **Program Objectives**

The objective of this program is to offer immediate financial assistance to small businesses in Surry County to aid in maintaining their business and workforce. Only businesses headquartered (physically located) in Surry County are eligible for consideration. Recognizing that small businesses are the backbone of our community, the Surry County Economic Development Foundation applied and was awarded a Duke Energy “Hometown Revitalization Grant”. This grant will provide an opportunity to financially assist small business owners with grants that do not have to be repaid. The goal is to provide short-term capital, and assist our local businesses to continue operations and remain strong in the long-term. The source of the funding is from the Duke Energy “Hometown Revitalization Grant”.

## **Program Specifications**

- Small business support awards may range from \$500 to \$2,500 to each individual small business.
- Small business support awards are awarded through a fair and competitive process where small businesses in the region outlined in your application are given an equal opportunity to apply. Awards may not be made on a ‘first come, first served’ basis.

- Small business support awards will focus on businesses with less than 50 employees.
- Small business support awards are intended to help small businesses recover or “pivot” as a result of the COVID-19 pandemic.
- A pivot may include adding enhanced service or commerce opportunities for the business to adjust to the effects of the crises, such as modifying physical space, improving an e-commerce site for online sales, or expanding capacity for delivering goods and services.
- Some expenditures may include furniture for expanded outdoor dining, materials for construction of takeout windows, accessibility compliance for additional outdoor seating, additional fixtures required for compliance with public health issues, and building of e-commerce platforms, as well as other equipment or tools needed for creative adaptation and pivoting of businesses.
- Payroll, rent and utilities are excluded.
- The small business support awards may be used to reimburse small businesses for expenses already incurred.
- Small business support awards may also support storefront beautification projects, but COVID 19 recovery projects will be prioritized.

## **Instructions**

You are required to answer several pre-qualification questions to determine if you are eligible to apply for the “Hometown Revitalization Grant” program. If you are unable to meet the pre-qualification eligibility criteria you will not be able to submit a full application.

Eligible businesses must complete the online application in its entirety in order to be considered for funding. You will need to provide clear documentation that your business was economically impacted by COVID-19. You will be prompted through the application to upload certain required documentation to illustrate business existences, headquartered location, gross annual sales, profit and loss, and number of full and part-time employees. If any of the required documentation is not uploaded, is incomplete or is inaccurate, your application will not be processed until the required documents are received. Failure to submit all required documentation will delay the review of your application and potentially prevent the business from receiving funding.

**Email this form back to Emily Venable at [surryedp@surry.net](mailto:surryedp@surry.net).**

**Mail this form back to: SCEDP 1218 State Street Mount Airy, NC 27030.**

## **Duke Energy “Hometown Revitalization Grant”**

### ***Prequalification Questionnaire***

1. Where is the physical location of your establishment?

Dobson

Elkin

Mt. Airy

Pilot Mountain

Unincorporated (Outside of city limits)

2. Does your business have 50 or less employees?

Yes

No

3. Was your business established on or before March 1, 2020?

Yes

No

4. Is your business a non-profit?

Yes

No

5. Is your business presently involved in a bankruptcy proceeding?

Yes

No

### **Applicant Information**

6. Legal Business Name

7. Contact person's Name and Telephone Number

8. Role of Person Completing the Application

a. Owner

b. Officer

d. Other

9. Business Phone Number:

10. Business Contact Email:

11. Business Website:

12. Race Ethnicity of Majority Owners

- a. American Indian or Alaskan Native
- b. Asian
- c. Black or African American
- d. Hispanic or Latino
- e. Native Hawaiian or Pacific Islander
- f. White
- g. Other

13. Is this a Woman Owned Business?

14. Is this a Veteran Owned Business?

15. Address of Business

- a. Physical
- b. Mailing

16. Select ONE of the following documents for proof of business existence. The document must match the business legal name and address on the application

- a. IRS Letter with Business Name and EIN or Social Security Number
- b. Bank Statement with Business Name and Address (Must be 2021)
- c. Utility Bill with Business Name and Address (Must be 2021)
- d. Sales and Use Tax Report from Surry County (Must be 2021)
- e. NC UI- 101 (most recent or previous quarter)

17. Number of Years in Business

- a. Less than 2 Years
- b. 2-4 Years
- c. 5-7 Years
- d. 8+ Years

18. COVID-19 Impact on Business (check all that apply)

- a. Temporary Business Closure
- b. Reduced Hours of Operation
- c. Employee Layoffs
- d. Revenue Decline
- e. Increased Operating Costs (e.g. Employee Paid Leave, new Health/Safety Protocols)
- f. Inability to Respond to Home-Delivery Requests Interrupted Supply/Delivery
- g. Inability to Serve Customers
- h. Decreased Customers
- i. Other

19. Number of Full and Part-Time Employees as of October 1st, 2021:

20. How will the business use the Duke Hometown Revitalization grant?

- a. Enhancing E-Commerce features
- b. Expanding capacity in order to comply to do outdoor dining and to-go orders.
- c. Employee Salary and Benefits
- d. Owner (Sole Proprietor) Salary
- e. COVID-19 Compliance for Worker or Customer Safety
- f. Storefront beautification
- g. Other (if other, please specify)

21. Did the business receive COVID-19 related federal, state, or local funding (e.g. SBA Paycheck Protection Program (PPP), SBA Economic Injury Disaster Loan or Golden Leaf Awards)?

Yes

No

22. Please describe any other disruptions to your business, loss of sales, or unexpected expenses as a result of Covid-19

23. What is your primary business type?

Retail

Restaurant

Manufacturing

Service

## **Certifications and Authorizations**

By my electronic signature below, I have read and understand the Surry County Economic Development Foundation, Duke Energy Hometown Revitalization Grant Program (SCEDF-DEHRG). I make the following representations and acknowledge agreement to the following terms and conditions:

- I understand that submitting this application and agreeing to these Certifications and Authorizations does not guarantee that the (SCEDF-DEHRG) selection committee will approve my application or provide the entity or individual named in the application (the “Applicant”) with funds under the (SCEDF-DEHRG) program. I acknowledge that all provisions set forth herein are contingent upon the (SCEDF-DEHRG) committee approving this application and awarding funds to the Applicant.
- If funds are provided by the (SCEDF-DEHRG) program, the funds will be used for the purposes set forth in the approved application.
- In no event shall the (SCEDF-DEHRG) financial responsibility exceed the approved amount and all payments to the applicant are conditioned upon the availability of funding provided to the (SCEDF-DEHRG).
- There is no agency, employment, joint venture, or other such relationship created by virtue of award of the grant. The (SCEDF-DEHRG) does not endorse the specific Applicant.
- Applicant agrees to protect, defend, indemnify and hold (SCEDF-DEHRG), its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or

liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Applicant, its officers, employees, subcontractors or agents. Applicant further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

- The representations made by applicant in this Application are material terms of the Agreement, as is compliance with the (SCEFP-DEHRG) Program. The (SCEDF-DEHRG) committee may cancel this Agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the (SCEDF-DEHRG) Program has been violated.
- The Applicant shall comply will all applicable local, state, and federal laws, rules, and regulations, including, but not limited to, the Civil Rights Act of 1964, as amended, the Civil Rights Act of 1968, as amended, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Executive Order 11246.
- The (SCEDF-DEHRG) committee is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein. Additionally, Applicant agrees that in the event funds are provided pursuant to this application, the Foundation or its agents shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with local, state, and Federal requirements.
- Under penalties of perjury, I declare that I have read the foregoing application

and that the facts stated in it are true. I understand that knowingly making false written declaration may be charged as a felony of the third degree.

- I agree that my electronic signature set forth on this Application is my valid and true signature, and such electronic signature legally binds me to the provisions of this Application.

Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_