



Town of Pulaski Small Business Grant Program

The livelihood of our small business community is critical to the success of the Town of Pulaski, and we are here to assist you as we move forward through these difficult times. The Town of Pulaski has made available grants to support our small businesses and help you with your recovery efforts.

Financial assistance for small businesses in the Town of Pulaski impacted by COVID-19 will be made available on August 17. Town of Pulaski small business grants in the amount of up to \$5,000 can be used for critical operating expenses to offset some of the impacts of the shutdown and aid in responding to COVID-19. Critical expenses include but are not limited to payroll, operating and reopening expenses.

Eligibility for Grant Approval

- Businesses that are based in the Town of Pulaski (Both community and home-based businesses)
- Town businesses that were in operation prior to March 12, 2020
- Town businesses with 25 or less employees across all locations
- Town businesses that have not already been granted Paycheck Protection Program (PPP) funds will get first priority; however, all businesses that meet requirements are eligible
- Town businesses that are registered and in good standing with the State Corporation Commission (SCC) (as applicable)
- Town businesses that have a business EIN or file a Schedule C, E, or F Tax Form
- Town businesses that are up to date on all Town taxes, charges and fees
- Town businesses that have a Town of Pulaski Business License prior to July 15, 2020 (as applicable)

How to Apply

The Town of Pulaski will administer the program. Forms can be downloaded from the Town of Pulaski website at: www.pulaskitown.org. Applications will be accepted on a first come, first serve basis starting on August 17, 2020 for businesses that have not received Paycheck Protection Program (PPP) funds. All other eligible businesses can apply starting August 24, 2020.

NOTE: *The entirety of the Town of Pulaski Small Business Grant Program is funded at a level of \$150,000 through a CARES Act appropriation to Pulaski County, Virginia. The program will conclude on December 1, 2020 or at which time the funds for the program have been depleted. Pulaski County has also announced their own Small Business Recovery Grant program with a maximum payout of \$5,000. You may apply for both our grant and the County's grant for a possible combined payout of \$10,000. For those small businesses not eligible to apply for the County's grant, you may still submit an application for our grant.*

Questions

Please contact Darlene Burcham, Interim Town Manager at: (540) 994-8601 or dburcham@pulaskitown.org or Jordan Whitt, Social Media Manager at: (540) 994-8600 or jwhitt@pulaskitown.org with any questions.



Town of Pulaski Small Business Grant Application

General Information

Name: _____ **Date:** _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ **Email:** _____

Business Name & Services Provided: _____

1. Is your business located in the Town of Pulaski? Yes No
2. Was your business in operation prior to March 12, 2020? Yes No
3. Does your business have 25 or less employees across all locations? Yes No
4. Did your business receive any PPP (Paycheck Protection Program) Funds? Yes No
5. Is your business current in paying Town taxes, charges and fees? Yes No
6. Do you have a business EIN (If applicable)? Yes No
If yes, please list the number: _____
7. Is your business in good standing with the State Corporation Commission? Yes No
8. If you do not have an EIN for your business do you file a Schedule C, E or F Tax Form? Yes No
9. Does your business have a Town of Pulaski Business License issued prior to July 15, 2020? (if applicable)
Yes No If yes, please include a copy of your license.
10. Have you also applied for the Pulaski County Small Business Recovery Grant? Yes No

Financial Summary

Please provide a summary of how your business has been impacted by COVID-19.

Grants are awarded in amounts up to \$5,000. Please indicate how much funding your business is applying for.

\$1,000 \$2,000 \$3,000 \$4,000 \$5,000

Date Received: _____ Received By: _____ Reviewed By: _____ Approved: Yes No



The following items are approved expenses under the CARES Act, please estimate how the funds that you receive will be used. All expenses must have occurred **after** March 24, 2020 and **before** December 30, 2020.

Type of Expense	Amount	Description
Rent/Mortgage		
Payroll (employees/owner draw)		
Employee Benefits		
Utilities		
Marketing		
Vendor Payments		
Equipment Purchase/Lease		
Supplies		
Software		
Other		

It is a requirement to fill out the W-9 form attached to this application.

I certify, by my signature below, that my answers are true and complete to the best of my knowledge. If approved, I understand that false or misleading information in my application or use of the funds for expenses other than those deemed eligible for sustaining the business due to business interruption as a result of COVID-19 may result in having to return any funds received. I further understand that I should be prepared to provide documentation of eligible expenses for audit purposes and to maintain them for a period of five (5) years.

Signature: _____ Date: _____

Applications may be submitted to: dburcham@pulaskitown.org or jwhitt@pulaskitown.org, or they can be delivered to the Town of Pulaski Municipal Building at: 42 1st Street Northwest Pulaski, VA 24301.



It is important to keep this page for your records.

Please be prepared to document all funds, per the chart below, that are spent over the next five (5) years, as well as retain ALL relevant scripts.

Type of Expense	Date(s)	Amount	Vendor	Receipt Attached	Description
Rent/Mortgage					
Payroll (employees/owner draw)					
Employee Benefits					
Utilities					
Marketing					
Vendor Payments					
Supplies					
Software					
Other					