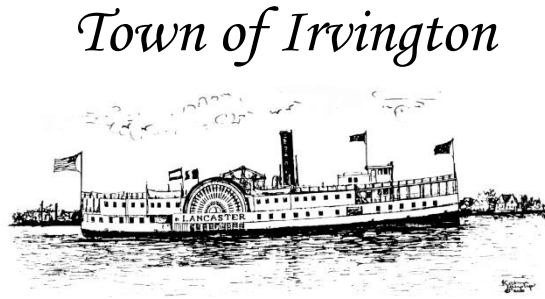


TOWN OFFICIALS  
Albert D. "Tripp" Bugg, III  
Mayor  
Nancyellen Keane, Esq.  
Town Attorney  
Lara M. Brown  
Zoning Administrator  
Sharon L. Phillips  
Town Clerk  
Treasurer  
FOIA Officer



TOWN COUNCIL  
Frances Westbrook  
Vice Mayor  
Jackie Brown  
Bonnie Schaschek  
R. Wayne Nunnally  
Anthony Marchetti  
Dudley Patteson

## Irvington CARES Small Business Grant Program

### INELIGIBLE ORGANIZATIONS

- Independent contractors operating multilevel or network marketing businesses (such as Avon, Mary Kay, etc.)
- Independent contractors working on gig platforms such as Airbnb, Uber, Lyft, etc.)
- Home-based businesses
- Nonprofit organizations
- Banks, businesses engaged with speculation or real estate
- Businesses not physically located in the Town of Irvington corporate limits.

### ELIGIBLE USE OF FUNDS

The program will offer emergency grants of \$1,000 to qualifying small businesses to cover expenses such as employee wages and rent. The emergency relief is targeted specifically to help local businesses with a commercial location within the Town of Irvington to cover immediate financial needs.

Funds can only be used to reimburse the costs of business interruption caused by required closures provided those costs are not paid by insurance or by another federal program (such as the Payroll Protection Program.)

**ELIGIBLE USES OF THE GRANT FUNDS INCLUDE**, but are not limited to the following:

- Operations (payroll, rent, mortgage, supplies, utilities, working capital, insurance, etc.)
- Pivot to respond to new market conditions (i.e., develop online sales/e-commerce, delivery or take out; develop new product line, etc.)
- Deep cleaning services, PPE, protective barriers, etc..
- Purchase of equipment and inventory

## **REQUIRED DOCUMENTATION**

- Current W-9 Form
- Documentation to support business interruption caused by COVID-19 (profit & loss statements, closures by mandated executive orders, etc.
- Documentation to support use of funds (receipts of purchased Personal Protective Equipment (PPE), invoices/receipts for operations (payroll, rent, mortgage; etc.)

Visit [www.town.irvington.va.us](http://www.town.irvington.va.us) for more information.  
Contact Sharon Phillips at 804.438.6230, [sphillips@town.irvington.va.us](mailto:sphillips@town.irvington.va.us)  
for grant applications