



City of Clarksburg, WV

Small Business Assistance Grants

Information & Application Process

Background Information

The City of Clarksburg, through the use of American Rescue Plan Act (ARPA) funds and in consultation with other similar municipal jurisdictions, has developed a Small Business Assistance Grant (SBAG) Program. This program seeks to assist eligible businesses that were affected by the COVID-19 pandemic's economic impact, as well as entice new businesses that may not have opened due to the pandemic. The City of Clarksburg encourages local business expansion and retention, as well as spurs new business in the City by providing monetary resources.

The Clarksburg SBAG program is a reimbursable grant designed to assist businesses by providing up to \$25,000.00 in grant monies. The grant monies will help locally owned small businesses maintain commercial vibrancy in the historic downtown area of Clarksburg and other key business areas of the City. The guidelines for this new and innovative grant will be based on Economic Vitality, which focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

Uses Of Funds

Assistance to small businesses includes, but is not limited to:

- Fixed Assets.
- Funds to implement COVID-19 prevention or mitigation tactics, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs.
- Funds to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs.
- Funds for technical assistance, counseling, or other services to assist with business planning needs.
- Marketing.
- Other technology that allows business to operate online.
- Other expenses the business can justify is related to the COVID-19 pandemic.



Program Funding

All grant funds are allocated and administered by the City of Clarksburg based on the funds available and number of requests under consideration. The money is in the form of a grant, not a loan, and grants up to \$25,000.00 are available.

While there is no grant match required, having a match may make your application more competitive. Please indicate in your application if you are contributing additional funds beyond what is requested in this application.

Eligibility

This grant is available to existing and potential new businesses and is geared at revitalizing the downtown district, but applications from businesses outside of the downtown business district will be considered on a case-by-case basis (must be within City limits).

The applicant must show that the funding is necessary for the business to remain in operation or to operate successful in the “era of COVID” and that the business continues to be financially impacted by the pandemic.

The business must be up to date on all local taxes, fees, and licensing.

The business must provide a Federal Employment Identification Number (FEIN).

Application Scoring Criteria

The review committee will review and score at each application individually for completeness and strength of application. Depending on the number of applications and available funds, applications may be scored against other applications. The City reserves the right to award or deny award of any application as it determines use of ARPA fund eligibility, best use of funds, or other criteria. Applications will be scored, at minimum, on the following criteria:

- Feasibility of proposal;
- Extent to which grant will help address an acute business need or help a business owner implement innovative solutions to address COVID-19-related challenges;
- Opportunity for other businesses to learn from work;
- Business’ contribution to the local community;
- How the grant will help improve the viability of business; and
- Strength of letters of support and other supporting documents.



Additional Information Needed

- Documentation showing loss of business income is COVID 19 related.
- Business financials to include, Income Statement (or Profit and Loss Statement) which is no more than two (2) years old and/or Business Balance Sheet which is no more than two (2) years old, or recent tax returns for filing years 2021 or 2022.
- Most recent business plan.
- Information on other financial assistance requested/granted.
- Written plan specifying how grant funds will be used to support local business.
- Evidence of business property ownership or current lease.
- Letters of Support.

Application Process

1. **Business Submits Application.** Applications can be picked up at 222 West Main Street, Economic Development Department or online at www.cityofclarksburgwv.com by searching for “Small Business Assistance Grant”. Businesses complete the Small Business Assistance Grants application and provides any additional information. Completed applications should be emailed to jwhitmore@cityofclarksburgwv.com or delivered to the Economic Development Department, 222 W. Main Street, Clarksburg, WV 26301.
2. **Review.** Applications will be reviewed by a committee designated by City of Clarksburg Administration. While there is not a specific deadline to apply, applications are received and reviewed on a rolling basis, and awarded based on availability of funds. The committee may reach out to you for additional information regarding your application.
3. **Grant Approval.** Once an application is approved, the grantee will be required to enter a subrecipient agreement with the City of Clarksburg and provide regular requests for reimbursements along with specific documentation on timelines specified by the City of Clarksburg.