

The logo consists of a vertical stack of three yellow squares on the left, each containing a black letter: 'A', 'L', and 'X'. To the right of these squares is a vertical stack of three yellow squares, each containing a black letter: 'B', '2', and 'B'. To the right of this entire graphic is the text 'Alexandria Back to Business Grants' in a bold, black, sans-serif font.

# Alexandria Back to Business Grants

**This is a sample application. This document cannot be submitted. Alexandria B2B Grant applications must be completed online. The application will be available from 8:00AM Thursday, June 4 to 5:00PM Monday, June 8 at <https://alexandriaecon.org/alx-b2b/application/>.**

Welcome to the application for the Alexandria Back to Business (ALX B2B) Grant Program, an initiative of the Alexandria Economic Development Partnership (AEDP) and City of Alexandria, Virginia.

The goal of this program is to accelerate the recovery and profitability of businesses in Alexandria, Virginia that have been negatively impacted by the COVID-19 pandemic. This program aims to support small businesses that demonstrate they have experienced revenue loss of 25% or more due directly to COVID-19 and will be able to recover and remain sustainable. This program is limited to businesses located within the corporate limits of Alexandria, Virginia. Additional criteria are included in the application and can be reviewed at <https://alexandriaecon.org/alx-b2b/eligibility/>.

Alexandria B2B Grants must be used to offset costs and/or investments related to reopening a business as allowed by the Governor of Virginia. A full list of acceptable uses of grant funds can be reviewed at <https://alexandriaecon.org/alx-b2b/>.

Applications cannot be saved and continued later. The application requires the submission of certain tax and financial documents related to the business. Applicants are encouraged to gather the following information before beginning the application:

- Federal Employer Identification Number (FEIN) or Social Security Number (SSN) associated with the business
- City of Alexandria Business Professional Occupancy License Account Number
- IRS Form 941 for the 4<sup>th</sup> Quarter of CY2019
- Detailed monthly Profit and Loss statement for March, April and May 2019 AND March, April, and May 2020 (alternatively, in place of a detailed P&L statement, detailed bank statements for these same time periods may be submitted)
- For businesses with a commercial lease, the expiration date of the current lease.

It is anticipated that the number of applicants will exceed the total funding currently available. All applicants will be notified when their application is submitted and when final grant decisions are made. AEDP will provide general program updates on our website ([www.alexandriaecon.org](http://www.alexandriaecon.org)) and through email news alerts as needed.

If, during the application process, an applicant has questions, they should contact a customer service representative by phone at 703-739-3820 or by email at [info@alexandriaecon.org](mailto:info@alexandriaecon.org).

Thank you for operating your business in Alexandria and for your interest in this program.

### Section 1 – Basic Business Information

This section of the application requests basic information about the business and business owner.

Business Owner(s) Name\*

[Click or tap here to enter text.](#)

First Name

[Click or tap here to enter text.](#)

Last Name

Business Owner Phone Number\*

[Click or tap here to enter text.](#)

Phone Number

Business Owner Email Address\*

[Click or tap here to enter text.](#)

Business Owner Email Address

Are you the owner of the business?\*

YES

NO

Full Legal Name of the Business\*

[Click or tap here to enter text.](#)

Business Name

Business Trade Name (If business name is the same as the full legal name, answer with N/A)\*

[Click or tap here to enter text.](#)

Business Trade Name

Local Business Address\*

[Click or tap here to enter text.](#)

Street Address

[Click or tap here to enter text.](#)

Zip Code

Federal Employer Identification Number (FEIN) or Social Security Number (SSN) associated with the business\*

[Click or tap here to enter text.](#)

FEIN or SSN

City of Alexandria Business Professional Occupancy License (BPOL) account number (6 digits)

[Click or tap here to enter text.](#)

BPOL Account Number

## Section 2 – Program Eligibility

A business must meet all of the criteria listed below to be eligible for an ALX B2B grant. Supporting documentation, when required, must be included with the application. All information obtained as part of this program is deemed confidential and protected subject to Sections 2.2-3705.6 and 58.1-3 of the Code of Virginia and will not be shared with others beyond the administration of this grant program.

Is the business licensed to conduct business in the City of Alexandria?\*

YES

NO

To be eligible for this program, the business must have been in operation as of March 1, 2019\*  
Please provide the date the business began operating in Alexandria.

[Click or tap here to enter text.](#)

Date

Is the business a for-profit entity?\*

YES

NO

Is the businesses current on all tax payments to the City of Alexandria, VA? (This excludes any deferred current year business taxes or tax filings under the City's temporary moratorium between February 1 and June 30, 2020)\*

YES

NO

Is the business locally owned and operated?\* (This program excludes corporate-owned locations, branches, or subsidiaries and franchise businesses unless they are locally owned and operated.)

YES

NO

Does the business intend to continue operations at a location within the City of Alexandria, VA corporate limits beyond December 31, 2020?\*

YES

NO

For businesses that occupy leased space, on what date does the current lease expire? (Answer with N/A if the business owns the space)\*

[Click or tap here to enter text.](#)

Lease Expiration Date

To be eligible for this program, a business must employ no less than 2 and no more than 100 employees. For purposes of this program, the business owner(s) may be included in the employee headcount even if they are not on the payroll.

How many owners does the business have?\*

[Click or tap here to enter text.](#)

Number of Owners

How many W-2 employees, full and part-time, did the business employ as of December 31, 2019? (Do not include the business owner(s) or IRS 1099 independent contractors in this answer.)\*

[Click or tap here to enter text.](#)

Number of W-2 Employees

Please attach a copy of IRS Form 941 for the 4<sup>th</sup> Quarter of CY2019 for the business which will be used to verify the number of W-2 employees employed by the business as of December 31, 2019.\*

OPTION TO UPLOAD FILE

To be eligible for this program, a business must demonstrate a 25% or greater decline in Gross revenues (i.e., revenue/sales before any expenses). Please provide the Gross revenue for the following months:

March 2019 [Click or tap here to enter text.](#)

March 2020 [Click or tap here to enter text.](#)

April 2019 [Click or tap here to enter text.](#)

April 2020 [Click or tap here to enter text.](#)

May 2019 [Click or tap here to enter text.](#)

May 2020 [Click or tap here to enter text.](#)

Please attach a detailed Profit and Loss statement by month for March, April, and May 2019 AND for March, April, and May 2020 for the business which will be used to verify that the business has experienced a 25% or greater decline in year-over-year revenue. If a detailed Profit and Loss statement cannot be provided, please submit detailed bank statements for March, April, and May 2019 AND for March, April, and May 2020\*

OPTION TO UPLOAD FILE

Is the business currently in bankruptcy proceedings?\*

YES

NO

### Section 3 – Use of Funds

Funds from the Alexandria B2B Grants must be used to offset costs related to investments required to safely reopen or rescale as well as for and operating expenses. Acceptable uses of grant funds include:

- Purchase of Personal Protective Equipment (PPE)
- Other equipment and supplies to promote health and safety

- Technology to facilitate e-commerce and/or virtual business operations (technology purchased on or after January 1, 2020 may qualify for reimbursement)
- Professional services related to the design and construction/alteration of the business's built environment necessary to promote physical and social distancing, as well as the actual costs for alterations
- Rent or mortgage costs required to be made in order to reopen.

Please briefly describe how your business intends to use the Alexandria B2B grant funds.\*

[Click or tap here to enter text.](#)

#### Section 4 – Additional Information

It is requested that applicants answer the following demographic questions which will only be used for program reporting. All data will be reported in the aggregate. **Declining to answer these questions does not impact an applicant's eligibility for the program.**

Race/National origin of the business owner

- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- American Indian/Alaskan Native (not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- Prefer Not to Disclose

To which gender identity does the business owner most identify?

- Male
- Female
- Transgender Female
- Transgender Male
- Gender Variant/Non-Conforming
- Not Listed
- Prefer Not to Disclose

What is the age of the business owner?

- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70-79
- 80 or above

How many years has the business owner been in business?

- 0-5
- 6-10
- 11-15
- 16-20
- 20 or above

Has the business owner ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

- YES
- NO
- Prefer Not to Disclose

Is the business owner registered with the State of Virginia and the City of Alexandria as a Small, Woman-Owned, and Minority (SWaM) business?

- YES
- NO

To process your application, we may need to contact you. What language do you prefer to communicate in?

- English
- Spanish
- Amharic
- Arabic
- Other [Click or tap here to enter text.](#)

What is the total amount of square feet the business occupies?

[Click or tap here to enter text.](#)

Total Square Feet Occupied

Has the business applied for federal small business relief through the Economic Injury Disaster Loan (EIDL) Program? (Note: the answer does not affect eligibility for this program)\*

- YES
- NO

Was the business's application to the federal EIDL Program approved?\*

- YES
- NO
- PENDING

Has the business applied for federal small business relief through the Paycheck Protection Program (PPP)? (Note: the answer does not affect eligibility for this program)\*

YES

NO

Was the business's application to the federal PPP approved?\*

YES

NO

PENDING

**End of Application**

SAMPLE