



## CARES Act Fund Application Checklist

- 5-Page Application Completed (Town of Bluefield CARES ACT GRANT APPLICATION)
- Deadline to submit applications to the Town of Bluefield – **August 21, 2020**
  - Submit:
    - By Mail: 112 Huffard Drive, Bluefield, VA 24605
    - Email: [roberts@bluefieldva.org](mailto:roberts@bluefieldva.org)
    - Fax: (276) 326-1204
- Business MUST be located within the Town Limits
- Business MUST be current on all Town and County Taxes
- Business MUST have a current Business License to operate a business in the Town of Bluefield
- Documentation for past and projected future expenses must be included with application

## Important Facts to Consider When Applying for CARES Act Funds

- Loss of Revenue does not qualify for reimbursement
- Business can not apply for funds for costs/expenses that have been covered via other relief/grants
- Business must have LESS THAN 20 Full Time Employees
  - 2 Part-Time Employees = 1 Full Time Employee
- Costs must be incurred during March 1, 2020 and end December 30, 2020
  - Any funds not spent by December 30, 2020 must be returned

## Procedure for Approval of Applications

- CARES Act Committee will review applications received on September 2nd
- Committee will recommend disbursements on September 8<sup>th</sup>
- Funds dispersed as soon as possible after recommendations