



# ASHE ADVANTAGE PAY IT FORWARD GRANT INSTRUCTIONS

The Pay It Forward Grant program has been funded by the Ashe County Job Development, Inc., and the generous donations of people in our community. The grant fund is limited, so not all applications will be funded. Please follow the directions below in completing your application.

- The maximum grant is \$3000. Applicants are encouraged to apply for the amount needed up to the maximum, but to only apply for what is needed. This will help us to fund as many grants as possible.
- Grantees must occupy a brick-and-mortar facility. Strictly online businesses are not eligible under this grant program.
- Grants are available for businesses that employ 1 to 10 full time equivalent (40 hours/week) employees. Part-time employees should be accounted for as an aggregate of the average time they worked prior to February 15. For example, if you have two part-time employees who average 20 hours per week, you should add their time together to equal one FT equivalent employee.
- If your total number of FT and PT employees exceeds 10 total, you must provide documentation showing that the total number is 10 or less FT equivalent employees.
- Grant funds shall only be used for operational costs. The primary allowable costs are payroll, rent or loan payments on the primary business facility, and inventory. If you are requesting funds for any other business-related expense, please provide documentation of need.
- You must provide documentation for your business. Preferred documentation is IRS forms W3 or 940 for 2019. Other documentation will be considered, but you must include at a minimum a copy of your business license.
- Applications will be funded in the order they are received. Incomplete applications may be considered, but documentation will be required before funds can be made available.
- Funds are a grant to the business and the business is under no obligation to repay. However, grantees are encouraged to repay as possible in the coming years so that funds will be available in the future to provide small business support. Grantees will receive a notice on the first, second, and third anniversaries of receipt of the grant about the Pay It Forward aspect and will be encouraged to repay to the extent possible.
- Grantees understand that they must provide documentation for how the funds were spent to the project as soon as possible.
- Grantees understand that Ashe Advantage and Ashe County Job Development, Inc., may issue press notices and reports to donors about the program and understand that the business name, product, and location may be included in this information, along with the grant amount. No private business information will be released.

**Once application is complete, please email it and supporting appropriate documents to [info@asheadvantage.org](mailto:info@asheadvantage.org) or mail to Ashe Advantage PO Box 31, West Jefferson, NC 28694**

*Ashe County*



# PAY IT FORWARD GRANT APPLICATION

These are individual grants (up to \$3,000) to Ashe County Small Businesses (1-10 employees) in the wake of the Corona virus pandemic.

Business Name:  Email Address:

Business Address:

Owner(s) Name(s):  Phone Number:

Owner(s) Address:

Date Business Established:  Number of Employees (FT/PT):

General Description of Business:

Amount Requested: \$

Description of Use for Funds Requested:

I understand that the grant funds received must be used for the business operations listed, and that I am required to provide documentation of the expenses to the grantors, along with verification of my business in a form listed on the instructions. Failure to spend funds for the purposes outlined herein shall require immediate repayment of the any monies received. I further understand that I will receive a notice on the anniversary of this grant and be asked to "pay it forward" by repaying a portion or all of the grant for future support of small businesses in the community and will receive similar requests in subsequent years for any outstanding monies. While I am under no obligation to repay any portion of the grant, I agree to consider this and make it a part of my business budgeting to the extent possible.

Signature

Date