

Dear Applicant:

Thank you for your interest in the Flood Local Business Recovery Fund. The September 2024 500-year flood in Northeast Tennessee and Southwest Virginia has had a devastating impact to our region's small businesses. Federal and State support is valued, but alone is not enough to protect jobs, preserve businesses or sense of community. Your chamber of commerce, industries, supportive local businesses and regional media are united in the rescue by raising funds for immediate grants to small businesses.

It is our desire to provide support to small businesses and sole proprietorships in the **arts/entertainment/recreation, accommodation and food services, retail trade, and manufacturing sectors**. You are eligible to apply for funding from the Flood Local Business Recovery Fund if you are an existing business whose operations have been severely impacted by the September 2024 flood. **We serve the counties of Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington Counties in TN and Buchanan, Dickenson, Lee, Russell, Scott, Smyth, Tazewell, Washington and Wise Counties along with the independent cities of Bristol and Norton in Virginia.**

**Grants will not be made for capital funding projects (construction of buildings or remodeling projects) or for the purchase of vehicles.**

The Flood Local Business Recovery Fund allocations committee will consider one grant request per federal Tax ID number. If your business has more than one organization functioning under the same Tax ID number, we ask that you select one organization to apply for funding.

The application must be submitted at [www.RegionAHEAD.com](http://www.RegionAHEAD.com). You may reproduce this document as long as all questions are answered in the order originally presented. Please supply all requested information and attachments.

The Flood Local Business Recovery Fund allocations committee will meet bi-weekly starting **in October 2024** to make decisions on awarding grants. You will be notified via email if additional information is needed and whether or not your business will receive funding. Grants will be distributed via check once the award amount is accepted by the company.

If you have any questions regarding the content of the proposal please email [RegionAHEAD@gmail.com](mailto:RegionAHEAD@gmail.com)



# LOCAL BUSINESS RECOVERY FUND

Get Involved at [RegionAHEAD.com](http://RegionAHEAD.com)

## **APPLICATION CHECKLIST**

- \_\_\_ If not submitting online, provide Original Signed Copy of the grant application
- \_\_\_ A Copy of your TN or VA Business license
- \_\_\_ Your Organization's Financials
- \_\_\_ If applicable, a Copy of Your Organization's Board of Directors
- \_\_\_ **Organizational Budget page must be completed**
- \_\_\_ Strongly Encourage you to Submit a 90-180 second video explaining the nature of their business and the urgency of the need

You may reproduce this application by saving as a PDF. If filling it out by hand you must answer the questions in the order they were originally presented. Please try to stay true to the amount of space that was originally provided. Do not include unsolicited information.

If applications are not completed online, they must be mailed to  
**Region AHEAD Flood Recovery**  
**FTDD: First Tennessee Development District**  
**3211 N. Roan Street**  
**Johnson City, TN 37601**

(We suggest you keep a copy of everything you send to us.)



# LOCAL BUSINESS RECOVERY FUND

Get Involved at [RegionAHEAD.com](http://RegionAHEAD.com)

## **Grant Eligibility**

Organization must be an established business for a minimum of one year and have no more than 50 employees

Applicants must be located in the **counties of Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington Counties in TN and Buchanan, Dickenson, Lee, Russell, Scott, Smyth, Tazewell, Washington and Wise Counties along with the independent cities of Bristol and Norton in Virginia**

### **Ineligible categories for funding:**

- Individuals
- Sponsorship for conferences, events, golf tournaments
- Construction for buildings or remodeling projects
- Capital funding campaigns

Due to the large volume of requests, the Flood Local Business Recovery Fund is unable to grant every proposal. Applicants should understand that rejection of a proposal in no way suggests rejection of the organization.

You can download this application at [www.RegionAHEAD.com](http://www.RegionAHEAD.com). You can also receive a grant application from member organizations of Region AHEAD, economic development or chamber organizations. Grant applications must be completed in their entirety, with requested documentation, to be accepted. Once completed, applications can be uploaded at [RegionAhead.com](http://RegionAhead.com) or mailed to the address in this application. Grant application reviews will be considered in the order of their receipt and review of required information in your document.

The Flood Local Business Recovery Fund allocations committee may arrange a call with businesses to conduct further investigation after a grant application has been completed.



## Flood Grant Application

**Please type the application in standard size type.**

### 1. Applicant Organization

**The applicant must be an existing organization with a Tax ID Number.**

Name of Organization \_\_\_\_\_  
Federal Tax ID Number \_\_\_\_\_ (if you are located in a county that does not require a business license, you should still provide your federal tax ID number)  
Owner/Operator's Name: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
E-mail \_\_\_\_\_  
Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_ (Fax) \_\_\_\_\_

**Grant Amount Requested \$ \_\_\_\_\_**  
**Short one line description (4-10 words) of your business:**

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**2. Business Narrative** (operations *must directly be impacted by the September 2024 flood*)  
Provide a brief description of your business in the space provided and the impact of the flood has had on your operations and employees and how this grant would be used.

### 3. Qualifications of Project Proposal

Tell us about your business:

What type of business are you?

- \_\_\_\_\_ Arts, Entertainment, and Recreation
- \_\_\_\_\_ Accommodation and Food Services
- \_\_\_\_\_ Retail Trade
- \_\_\_\_\_ Manufacturing

Do any of the following apply to your business?

- \_\_\_\_\_ veteran-owned
- \_\_\_\_\_ woman-owned
- \_\_\_\_\_ minority-owned

### 4. What are the impacts to your business? (Check all that apply)

- Business closure
- Reduced hours of operation
- Employee layoffs
- Revenue decline
- Increased operating costs (e.g. employee paid leave)
- Access to capital to address increased costs
- Inability to respond to home-delivery requests
- Interrupted supply/delivery
- Employee absenteeism
- Inability to serve customers
- Decreased customers

### 5. If you have had layoffs, how many employees have been furloughed or laid off?

\_\_\_\_\_

*"For purposes of this program, 'employee' means an individual who receives or received paid wages or salary, from which 1) employment taxes (e.g. FICA, FUTA) and income taxes (not self-employment tax or corporate income tax) are withdrawn and remitted to the IRS, as evidenced by business tax returns filed, i.e. IRS Form 941 - Employer's Quarterly Federal Tax Return; IRS Form W-3 - Transmittal of Wage and Tax Statements, or IRS Form W-2s, or 2) IRS Form 1099-MISC."*

**5. Fiscal Information of Applicant Organization**

Total operating income. Complete income and expense statements for last year, current year and budget for forthcoming year on the Agency Budget page included (Please indicate with an **X**, each year you have enclosed):

\_\_\_\_\_ Last Year  
\_\_\_\_\_ Present Year  
\_\_\_\_\_ Next Year Budget (if available)

**6. Has your organization received/applied for any additional support from other sources?**

Please check one. Yes \_\_\_\_\_ No \_\_\_\_\_

Provide a detailed list of funding received or applied for:

**\*\*\*These two links may provide additional resources for disaster assistance:**

1. FEMA – <https://www.disasterassistance.gov>  
**1-800-621-3362** – They can also download and apply on the following app link for FEMA - <https://www.fema.gov/about/news-multimedia/mobile-products>
2. SBA Disaster - <https://www.sba.gov/funding-programs/disaster-assistance>  
[disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov) or **1-800-659-2955**

**7. What new or innovative ideas do you plan to implement into your business due to the effects and impact of the September 2024 flood?**

## 8. Certification

By signing this application the undersigned applicant is certifying each of the following:

1. The information contained in this application, including all attachments, is true and correct to the best of your knowledge
  
2. The funds requested in this application are necessary to continue the ongoing operations of the applicant
3. The applicant plans to maintain its existing operations for at least the next six months
4. The applicant agrees sign over rights to the submitted video for use in social media and marketing by the Fund
5. Not relocate outside the region (as defined above) for six months after receipt of funds
6. Submit to an audit in 6 months to confirm funds have been used as stated in the application
7. Agrees to full clawback of funds (not prorated) if all commitments are not met

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Signature, President or Board of Directors/  
Authorizing Official

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Type name, position and address of  
above person.

**(The applicant should retain a copy of the application for his/her files.)**

<b>BUSINESS BUDGET</b>			
Budget Fiscal Year			
Business: (enter business name here)			
<b>Total Business Revenue</b>	<b>Sept. 28, 2024 to Date</b>	<b>2024 Budget</b>	<b>2023 Actual</b>
1. TOTAL Business REVENUE			
<b>Program Expenses/Costs</b>	<b>Sept. 28, 2024 to Date</b>	<b>2024 Budget</b>	<b>2023 Actual</b>
2. Salaries/Wages			
3. Employee Benefits/Taxes			
4. Professional Fees			
5. Supplies			
6. Telephone			
7. Postage/Shipping			
8. Occupancy			
9. Insurance Taxes			
10. Equipment Rental/Repair/Maintenance			
11. Printing/Publications/Marketing			
12. Travel/Staff/Volunteer Training			
13. Organization Dues			
4. TOTAL PROGRAM EXPENSES/COSTS			
<b>IMPORTANT: THIS BUDGET WORKSHEET MUST BE COMPLETED BY YOUR BUSINESS</b>			