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FAUQUIER COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

DEFENSE INDUSTRY MATCHING GRANT PROGRAM

PROGRAM GUIDELINES

The Fauquier County Department of Economic Development has established a **Defense Industry Matching Grant Program**. *The grant program is administered by the Fauquier County Department of Economic Development and funded by the Economic Development Authority. The purpose of this program is to assist local for-profit businesses in defense production or defense contracting which contribute to growth in business revenues.*

PROGRAM PURPOSE:

To provide monetary assistance on a matching basis to local for-profit defense industry related businesses for product developments and/or process improvements.

PROGRAM GOAL:

To improve or expand business operations in a way that contributes to growth in business revenue through defense related product developments and/or process improvements.

PROGRAM CRITERIA

1. Applicants may apply for *up to* $2,000 with a 1:1 match required. The match is a cash match only and is on a reimbursement basis upon receipt of documentation.

2. Projects must be new initiatives.

3. Projects will be limited to no more than 10 projects per funding cycle, limited to funds available.

4. Applications will be accepted during a 45-day period, beginning **September 22** and ending on **November 5, 2014.**

5. A standard application form and requested information must be submitted to:

   Attention: Defense Industry Grant Administrator
   Fauquier County Department of Economic Development
   35 Culpeper Street, Warrenton, VA 20186

6. The business must be located in Fauquier County, have an approved Fauquier County business license (please submit a copy of your business license with the application form), be current in filing and payment of all taxes due to the County, and be in good standing with county ordinances and regulations. If you are a new business and your business license is pending, you may submit a copy of your license with your Application for Reimbursement. Please note that a current business license will be required for reimbursement, and within the deadlines for reimbursement as noted in these criteria.

7. If chosen as a grant recipient, the Fauquier County Department of Economic Development will administer a standard performance agreement between the grant recipient and the EDA setting forth the requirements for grant disbursement.

8. All work must be completed within 12 months of approval of the grant application or funds will not be appropriated. Performance measures must be included in the Application for Reimbursement.

9. Applications will be reviewed and approved by the Fauquier County Department of Economic Development and the Economic Development Authority.

10. Applicants must own or represent a company or identifiable subdivision of a company that is engaged in, or performs functions ancillary to or in support of, the design, development, or production of materials, components, or equipment required to meet the needs of national defense.

11. Funds will be disbursed on a reimbursement basis upon receipt of copies of vendor invoices showing the actual costs, proof of payment of invoices, proof of product, and proof of completion of the applicant's project goals. The Application for Reimbursement must be submitted within 60 days after project completion. Performance measures must be included in the Application for Reimbursement.

12. Preference will be given to applicants engaging other Fauquier County businesses in the project, either as vendors or as partners in cooperative initiatives. Changes in vendors, made after the application is submitted, must be approved by the FCDED and the EDA.

Eligible for Funding:

*A company or identifiable subdivision of a company that is engaged in, or performs ancillary to or in support of, the design, development, or production of materials, components, or equipment required to meet the needs of national defense. In no case shall a use be permitted by a defense production business that is likely to be dangerous or offensive because of odor, dust, fire, explosion, or other reasons, or that uses equipment and/or processes that are likely to produce objectionable noise, vibration, explosion, fire, smoke or other effect.

*Technology improvements including new website design, e-commerce solutions (including but not limited to development of product catalogues, secure financial transaction and payment systems, and or intranet development)

*Database Development

*Professional Services Automation (PSA) software

*Other e-commerce innovations as approved by the Fauquier County Department of Economic Development and the Economic Development Authority

Ineligible for Funding:

*Any use by a defense production business or its subsidiary that is likely to be dangerous or offensive because of odor, dust, fire, explosion, or other reasons, or that uses equipment, and/or processes that are likely to produce objectionable noise, vibration, explosion, fire, smoke, or other effect.

*Annual membership, maintenance or service fees including but not limited to website maintenance, hosting, domain registration, internet service, and priority listing fees.

*Costs associated with advertising and marketing (including branding, search engine optimization and search engine marketing initiatives

*Websites containing illegal or adult material

APPLICATION DEADLINE:

Applications will be accepted during a 45-day period,
beginning **September 22nd** and ending on **November 5, 2014**.

At the end of the 45-day application acceptance period, the Economic Development Department, in concert with the EDA, will select applicants to receive matching funds. Matching funds will be distributed from the EDA once the applicant completes work and submits the Application for Reimbursement.

FOR QUESTIONS AND CLARIFICATION:

Contact
Fauquier County Department of Economic Development
35 Culpeper Street, Warrenton, VA 20186
Phone: (540) 422-8270 Fax (540) 422-8269
e-mail: Beverly.Pullen@fauquiercounty.gov

The application is available for download from the
Fauquier County Department of Economic Development website:
www.FauquierBusiness.com

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Defense Industry Matching Grant Program

GRANT APPLICATION

_____ _____
Business Name EIN

_____ _____
Applicant's Name Title

_____
Registered Business Address

_____ _____ _____
City State Zip Code

_____ _____
Website Address Email Address

Current Business Type

- ❑ Sole Proprietor
- ❑ Limited Partnership
- ❑ Corporation
- ❑ "S" Corporation
- ❑ Other _____

Years in Business _____

Number of Employees _____

Annual Revenue _____

Briefly describe your current business:

_____

_____

_____

_____

_____

Does your company have a presence on the web? ❑ Yes ❑ No

If yes, your current web address:_____

How long have you had a website?_____

Does your company currently sell products on the web? ❑ Yes ❑ No

Approximately how many visitors/guests does your business receive each year? _____

Do you currently market/advertise your business? ❑ Yes ❑ No

If yes, what are your primary methods of advertising? (please check all that apply)

❑ Print ❑ Online/Internet ❑ Social Media ❑ Radio ❑ TV ❑ Other

Project Information

Please attach (up to three) additional pages addressing the following:

- **Project Description** - In detail, describe your planned project.
- **Project Goals** - What do you hope to accomplish by implementing this project?
- **Measurements** - How will you measure the effectiveness of project implementation?
- **Business License** – Please attach a copy of your company's business license. If your business license is pending, please make note in your application. A copy must be included with your *Application for Reimbursement* or grant funds will not be released.

Anticipated Project Budget

Total Project Cost: **$**_____ Anticipated Start Date: _____

Requested Grant Funding: **$**_____ Anticipated Date of Completion: _____

Funds provided by Business: **$**_____

Project Vendors

Please list chosen vendors: **Is this vendor located in Fauquier County?**

Business Name: _____ ❑ Yes ❑ No

Service provided: _____

Business Name: _____ ❑ Yes ❑ No

Service provided: _____

Business Name: _____ ❑ Yes ❑ No

Service provided: _____

Business Name: _____ ❑ Yes ❑ No

Service provided: _____

Please Note: Preference will be given to applicants engaging other Fauquier County businesses in the project. Changes in vendors, made after the application is submitted, must be approved by the FCDED.

By signing this application, I understand and adhere to the guidelines set forth in the Defense Industry Matching Grant Program criteria. I understand that this application in no way represents grant acceptance and that the application is subject to review by both the Fauquier County Department of Economic Development (FCDED) as well as the Economic Development Authority (EDA). A performance agreement with the Economic Development Authority shall be required as a condition of the grant. I also acknowledge the financial responsibility of providing matching funds in an amount equal to any grant awarded upon project completion, should my company receive this grant.

_____	_____	_____
Applicant's Signature	Title	Date

Checklist for Completion of Application:

To apply, please submit **three copies** of the following:

- ❑ **Application Form**
- ❑ **Project Information pages**
- ❑ **A copy of your Fauquier County business license.**
- ❑ Check here if you will be submitting a copy of your license with your *Application for Reimbursement*. Please note that a copy of your business license will be *required* prior to reimbursement, and within the deadlines stated in the Grant Program Guidelines.

Information should be sent by mail, to:

Fauquier County Department of Economic Development

35 Culpeper Street

Warrenton, VA 20186

Attention: Defense Industry Grants Administrator

Sponsored by

Fauquier County Department of Economic Development
and
Fauquier County Economic Development Authority