

# City of Clarksburg

## Downtown Infrastructure Grant Program

### Business Grant Application Form #2

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#### Section 1: Business Information

**Business Name:** \_\_\_\_\_

**DBA (if applicable):** \_\_\_\_\_

**Physical Business Address:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Business Website:** \_\_\_\_\_

**Type of Business (e.g., retail, restaurant, professional, service):**  
\_\_\_\_\_

**Date Business Opened (MM/YYYY):** \_\_\_\_\_

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#### Section 2: Primary Contact Information

**Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Preferred method of contact:  Phone  Email

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#### Section 3: Licensing & Compliance Information

**City of Clarksburg Business License Number:** \_\_\_\_\_

**State of West Virginia Business Registration / License Number:** \_\_\_\_\_

Is your business current on all City fees, taxes, and assessments?

Yes  No

Did your business receive the previous funding through the prior grant resolution?

Yes  No

## Section 4: Business & Occupation (B&O) Tax Information

Please provide B&O tax information for the **last five (5) years** or for the period your business has been in operation if less than three years.

<b>Tax Year</b>	<b>Quarter</b>	<b>Paid</b>
2021	Jan – Mar	<input type="checkbox"/>
2021	Apr – Jun	<input type="checkbox"/>
2021	Jul – Sept	<input type="checkbox"/>
2021	Oct – Dec	<input type="checkbox"/>
2022	Jan – Mar	<input type="checkbox"/>
2022	Apr – Jun	<input type="checkbox"/>
2022	Jul – Sept	<input type="checkbox"/>
2022	Oct – Dec	<input type="checkbox"/>
2023	Jan – Mar	<input type="checkbox"/>
2023	Apr – Jun	<input type="checkbox"/>
2023	Jul – Sept	<input type="checkbox"/>
2023	Oct – Dec	<input type="checkbox"/>
2024	Jan – Mar	<input type="checkbox"/>
2024	Apr – Jun	<input type="checkbox"/>
2024	Jul – Sept	<input type="checkbox"/>
2024	Oct – Dec	<input type="checkbox"/>
2025	Jan – Mar	<input type="checkbox"/>
2025	Apr – Jun	<input type="checkbox"/>
2025	Jul – Sept	<input type="checkbox"/>
2025	Oct – Dec	<input type="checkbox"/>

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## Section 6: City Business License Information

Please provide City Business License information for the **last five (5) years** or for the period your business has been in operation if less than three years.

City License Year	Paid	
2020-2021		
2020-2022		
2022-2023		
2023-2024		
2024-2025		

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## Section 7: Certifications & Acknowledgments

By signing below, I certify that: - All information provided in this application is true and accurate to the best of my knowledge. - Grant funds will be used solely for the purposes outlined in this application. - I understand that receipt of grant funds may be contingent upon compliance with all applicable City, State, and Federal laws. - I agree to provide documentation of completed work and expenditures if awarded funds. Further, I did not receive previous funding through the prior grant resolution.

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Submission Instructions

**All applications are due by Friday, July 31st, 2026, at 4pm.**

Completed applications and required attachments should be emailed to:

**Constructiongrant@cityofclarksburgwv.com**

Or can be dropped off at

**City of Clarksburg - Municipal Building (City Hall)**

222 W Main St

Clarksburg, WV 26301

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For questions regarding this application, please contact the City of Clarksburg at (304)624-1633.

### Alignment With Adopted Resolution

The Downtown Infrastructure Grant Program Application is hereby supplemented with the following clarifications to ensure full alignment with the City of Clarksburg Resolution Establishing a One-Time Downtown Construction Impact Business Grant Program to provide One-Time financial assistance to eligible personal service businesses:

#### 1. Grant Purpose Clarification

Grant funds are intended solely to mitigate demonstrable economic impacts caused by City-authorized downtown construction activities and shall not be construed as a gift of public funds. All awards must serve a clear public purpose consistent with West Virginia Code §8-12-5.

#### 2. Grant Amount

Eligible businesses may receive a **one-time flat grant award of \$1,800**, subject to available funding and Council authorization. (If funding constraints require adjustment, the City reserves the right to modify award amounts proportionally.)

### 3. Eligible Uses of Funds (Documentation Required)

Grant proceeds may be used only for the following eligible expenses incurred during the construction impact period:

Rent or mortgage payments	<input type="checkbox"/>
Utilities (electric, water, sewer, gas, internet)	<input type="checkbox"/>
Marketing, advertising, or signage intended to mitigate construction-related impacts	<input type="checkbox"/>
Other operating expenses directly related to maintaining business continuity	<input type="checkbox"/>

**Receipts, invoices, payroll records, or other acceptable documentation demonstrating eligible use of funds may be requested.**

### 4. Revenue Threshold Verification

Businesses must certify that annual gross revenues do not exceed **\$600,000**, supported by B&O tax filings for the previous five (5) years or for the duration of operation if less than five years.

### 5. Review and Approval Process

- Applications will be reviewed by City staff using objective, non-discretionary criteria.
- Final approval of grant awards is contingent upon funding availability and compliance with all eligibility requirements.
- The City Manager or designee is authorized to deny or revoke awards for incomplete applications, misrepresentation, or noncompliance.

### 6. Compliance, Audit, and Clawback

Grant recipients shall: - Certify under penalty of law that all information provided is accurate; - Maintain records for a minimum of five (5) years; - Agree to repayment (clawback) provisions if funds are used for ineligible purposes or eligibility criteria are violated.

### 7. Funding Source

Grant awards shall be funded from interest earned on American Rescue Plan Act (ARPA) funds or other legally permissible sources approved by City Council and shall not obligate the City's General Fund beyond authorized amounts.

### 8. No Entitlement Clause

Participation in this program does not create a vested right, entitlement, or expectation of future funding or assistance.

**OFFICE USE ONLY – COMPLIANCE VERIFICATION**

- License/B&O**
- Fire Fees**
- Collections**

**Comments (if needed):** \_\_\_\_\_

**Finance Director Approval:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_