

City of Clarksburg

Downtown Infrastructure Grant Program

Business Grant Application Form #2

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): _____

Section 2: Primary Contact Information

Contact Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Preferred method of contact: ☐ Phone ☐ Email

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.

Tax Year	Quarter	Paid
2021	Jan – Mar	☐
2021	Apr – Jun	☐
2021	Jul – Sept	☐
2021	Oct – Dec	☐
2022	Jan – Mar	☐
2022	Apr – Jun	☐
2022	Jul – Sept	☐
2022	Oct – Dec	☐
2023	Jan – Mar	☐
2023	Apr – Jun	☐
2023	Jul – Sept	☐
2023	Oct – Dec	☐
2024	Jan – Mar	☐
2024	Apr – Jun	☐
2024	Jul – Sept	☐
2024	Oct – Dec	☐
2025	Jan – Mar	☐
2025	Apr – Jun	☐
2025	Jul – Sept	☐
2025	Oct – Dec	☐

Section 5: 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			



Section 6: 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

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	☐
Utilities (electric, water, sewer, gas, internet)	☐
Marketing, advertising, or signage intended to mitigate construction-related impacts	☐
Other operating expenses directly related to maintaining business continuity	☐

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: _____