

HOME-BASED BUSINESS TRANSITION GRANT



Your home-based business was cozy, but now you're bursting at the seams. We're here to help you move into a commercial location.

PURPOSE: To encourage the growth and success of small home-based businesses located in York County by assisting them in the transition to commercial locations.

WHAT IT COVERS

50% matching grant funds, up to a maximum of \$2,500 per business, can be awarded for such uses as the purchase of supplies, equipment, or inventory; down-payments toward the lease or purchase of commercial property; renovations or minor repairs to a new commercial location; utility connection fees; or marketing and promotion.

QUALIFICATIONS

- **Must currently be a home-based business** physically located in York County looking to transition to a commercial-based location in York County.
- **Must have a current York County business license** at the time of grant application. This license must remain paid and active until two years after the date grant funds are received.
- **Must purchase, lease, or sublease commercially zoned property** in York County within six months of signing the grant agreement.
- **Work cannot have started** before application is approved.
- **Cannot be in default** or non-compliance with any county programs, ordinances, or taxes.
- **Must sign up for our monthly e-news**, which provides business resource information including educational opportunities.
- **All approved projects must be completed** within 1 year of grant approval.

DETAILS & EXCLUSIONS

- **Normal operating expenses**, such as rent, utilities, payroll, taxes, etc. are not allowable expenses.
- **Funds will be awarded to the applicant only upon satisfactory completion** of the project(s) in accordance with the approved application, and the relocation of the business to a commercially zoned location in the County.
- **Receipts must be paid in full** by applicant and presented to York County showing a date after the grant approval date to be eligible for 50% reimbursement.
- **Applicant must submit copies** of all required permits and approvals, if applicable, and a copy of the new commercial space lease or sale documentation.
- **Lifetime maximum grant of \$2,500 per business.**
- **Non-profit entities are not eligible.**

HOW TO APPLY

1. **Complete, sign and submit the grant application.** Include all quotes for described projects, your informal narrative, a copy of your current business license, and signed IRS Form W-9. You may submit via:
 - **Email:** EconDev@YorkCounty.gov
 - **Mail:** York County Economic & Tourism Development, P.O. Box 612, Yorktown, VA 23690
 - **In Person:** 121 Alexander Hamilton Blvd
2. **Receive our decision via email**, along with an agreement to sign if approved.
3. **Begin the work** once you return the signed agreement.

