



Q: Who is eligible for the Capital Access Program?

A: For-profit small businesses located in the City of Norfolk. Business owners should be in good standing with the City of Norfolk, with a current year City of Norfolk Business License and up-to date on all taxes, permits, and fees. Eligible legal structures are:

Q: Who is ineligible for the Capital Access Program?

A: Not-for-profit and faith-based organizations, political organizations, adult bookstores, adult video shops, other adult entertainment facilities, gambling facilities, blood or plasma donor centers and pawn shops. Business owners who are employees of the City of Norfolk, elected or appointed officials or officers of the City of Norfolk, employees or board members of the City of Norfolk Economic Development Authority are not eligible to apply to the Program.

Q: What can the CAP grants be used for?

A:

- Supplies
- Equipment
- Inventory
- Furniture
- Training
- Professional Services
- Permits

Q: What can the CAP grants not be used for?

A:

- Payroll/Salaries
- Rent
- Insurance
- Real Estate

Q: If I received a CORE grant through the City of Norfolk can I apply for a CAP grant?

A: Yes, CORE grant awardees are eligible to apply for CAP.

Q: If I received a CAP grant or loan from the City of Norfolk in the past, can I apply again?

A: If you were a CAP winner prior to April of 2022, you are eligible to reapply for any current CAP product. If you are awarded for any CAP product after April of 2022, you cannot reapply for the same product in the future. *Any business that has a current grant contract open OR a current revolving loan through the City that still has a balance is not eligible to reapply UNTIL that contract is satisfied/fulfilled.*

Q: How will I know if my application was fully submitted?

A: Once you submit your online application via Survey Monkey, you will receive an automated email confirming receipt.

Q: How long do I have to spend the grant funds if I am awarded?

A: Once the Grant Agreement is fully executed by both the City of Norfolk and the business owner, the grant awardee will have 6 months to utilize funds. Funds must be spent during the term of the agreement, items/expenditures spent before or after the term of the agreement will not be eligible for reimbursement.

Q: When can I apply for an award?

A: See table below

Application Windows for Q2 2023	Products	Round Opens	Round Closes
June 26th – July 10th	Microgrant & Reimbursable Grant	June 26 th @ 5pm	July 10 th @ 11:59pm

Q: How are applications scored?

A: Applications are scored based on the criteria listed below:

- Vision and Plan
- Experience and Capacity
- Community Impact
- Innovative and Scalability
- Financial Status and Leverage

** Incomplete applications will not be scored*

Q: Can I apply for more than one grant or loan product at a time?

A: No. Business owners may only apply for one product per application round. If multiple applications are submitted, CAP administration will review the application that best fits your business needs.

Q: How do grant winners receive payment?

A: **Microgrant** – Grant proceeds can be given upfront with supporting documentation such as an invoice, purchase order or quote. Reimbursement for eligible expenses is allowed as well.

Reimbursable grant – Grant proceeds will be released upon receipt of both an invoice and supporting proof of payment such as check copies, bank statements, or credit card statements.

Q: Where can I apply?

A: Here's the link to apply - <https://developmentprograms.smapply.co/>. Please remember that applications are only taken in during the listed application windows.