

# CAP

CAPITAL ACCESS  
PROGRAM

**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:

- Sole Proprietorships,
- General Partnerships,
- Limited Partnerships (LP),
- Limited Liability Partnerships (LLP),
- Corporations (Inc., Corp.),
- Limited Liability Companies (LLC)

**Q: Who is ineligible for the Capital Access Program?**

**A:** Non-profits, 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

**Q: What can't CAP grants be used for?**

**A:**

- Payroll/Salaries
- Rent
- Insurance
- Real Estate
- Interior and Exterior Buildouts or Renovations
- Operating Licenses
- Permitting and Fees
- Utilities

**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: Businesses that aren't eligible to apply for a CAP grant**

**A:** Any business that has received a Microgrant within the last 3 years, any business that has received a Reimbursable grant within the last 3 years, if you have an active loan/grant, and/or if you have been awarded funding from the Façade Improvement Grant.

**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: 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.

**Q. When does the application portal open?**

A. February 26<sup>th</sup> – March 17<sup>th</sup>

**Q. Do I have to attend a Mandatory Workshop?**

A. Yes, please choose one of the following dates to attend:

1. February 13<sup>th</sup>, 2024, Workshop Located at The Slover, Reading Room and Terrace at 11:00am
2. February 15<sup>th</sup>, 2024, Workshop Located at Jordan Newby Anchor Branch Library at 11:00am 2<sup>nd</sup> floor in the Cloud Room.
3. February 15<sup>th</sup>, 2024, Workshop Located at the Park Place Multipurpose Center at 5:30pm
4. February 20<sup>th</sup>, 2024, Workshop Located at East Oceanview Community Center at 11:00am
5. February 21<sup>st</sup>, 2024, Workshop Located at Norview Community Center at 11:00am
6. February 21<sup>st</sup>, 2024, Workshop Located at Richard Tucker Memorial Library at 5:30pm
7. February 22<sup>nd</sup>, 2024, Workshop Located at Titustown Community Center at 5:30pm
8. February 28<sup>th</sup>, 2024, Workshop Located at Mary D. Pretlow Anchor Branch Library Meeting Room 1, First Floor at 5:30pm
9. March 5<sup>th</sup>, 2024, Workshop, Located at Lambert's Point Community Center in the Multipurpose Room at 5:30pm
10. March 5<sup>th</sup>, 2024, Workshop, Located at Virginia Career Works – Norfolk Center ([861 Glenrock Rd Ste 100, Norfolk, Va 23502](#)) at 11:00am