



DEPARTMENT OF ECONOMIC DEVELOPMENT

ENTERPRISE ZONE PROGRAM

JOB CREATION PERFORMANCE GRANT

Annual Application for New Full-Time Employment Grants

ANNUAL APPLICATION — DEADLINE: APRIL 1ST EACH YEAR

Applications are submitted annually for the PRIOR calendar year (January 1 – December 31).

Example: Jobs created in calendar year 2026 must be reported by April 1, 2027.

There is no pre-approval required for this grant. Jobs must be created and maintained before applying.

PROGRAM OVERVIEW

The Job Creation Performance Grant rewards businesses within the Staunton Enterprise Zone for creating net new full-time permanent employment. Grants are performance-based — paid after qualifying positions have been created and verified. Positions must not have previously qualified for other local Enterprise Zone grants.

Table with 2 columns: Grant Component, Amount per Qualifying Position. Rows include Base Grant (\$500), Skills Training Bonus (\$250), and Retention Bonus (\$250).

Qualifying position requirements: Full-time (35+ hours/week) · Net new to the business · Pay at least 300% of federal minimum wage · Health benefits offered · Maintained for at least 11 consecutive months · Not previously applied for under another local EZ grant

One Grant per Position: Each qualifying position may receive a grant award only once. Positions that have previously been submitted and approved under this grant are not eligible for re-application in subsequent years.

SECTION 1 — APPLICANT INFORMATION

Form with fields for Business Name, Business Street Address, City / State / Zip, Federal Employer ID (FEIN), Virginia Employer Account #, Primary Contact Name, Primary Contact Title, Phone, and Email.

**SECTION 2 — GRANT YEAR & EMPLOYMENT SUMMARY**

<b>Grant Year (Calendar Year Being Reported)</b>	
<b>Base Employment Count — January 1 of Grant Year</b>	
<b>Total Full-Time Employees — December 31 of Grant Year</b>	
<b>Net New Full-Time Positions Created During Grant Year</b>	
<b>Number of Positions Claiming Base Grant (\$500 each)</b>	
<b>Number of Positions Claiming Training Bonus (\$250 each)</b>	
<b>Number of Positions Claiming Retention Bonus (\$250 each)</b>	
<b>Total Grant Amount Requested (\$)</b>	

**SECTION 3 — QUALIFYING POSITION DETAIL**

List each new qualifying position below. Attach the Additional Position Sheet (included in this packet) if more than 6 positions.

<b>Job Title</b>	<b>Hire Date</b>	<b>Hourly Wage</b>	<b>Benefits? (Y/N)</b>	<b>Grant Components Requested</b>

(Attach Additional Position Sheet for positions 7+)

**SECTION 4 — WAGE VERIFICATION**

<b>Federal Minimum Wage as of December 31 of Grant Year (\$)</b>	
<b>300% of Federal Minimum Wage (\$)</b>	
<b>Do ALL qualifying positions meet or exceed the 300% threshold? (Yes / No)</b>	

## SECTION 5 — REQUIRED DOCUMENTATION CHECKLIST

Check each item enclosed. Incomplete applications will not be processed.

- |  |  |
|--|--|
| <input type="checkbox"/> Virginia Quarterly Wage Reports — all 4 quarters of the grant year      | <input type="checkbox"/> W-2 forms or payroll summary for each qualifying position   |
| <input type="checkbox"/> Documentation of health benefits plan offered to qualifying employees   | <input type="checkbox"/> Training documentation (for Training Bonus claims) — certificates, vendor invoices, or trainer confirmation |
| <input type="checkbox"/> 18-month payroll records for each position (for Retention Bonus claims) | <input type="checkbox"/> Copy of current Business License  |
| <input type="checkbox"/> Certificate of Good Standing (Virginia SCC)                             |  |

## CERTIFICATION & SIGNATURE

I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that any misrepresentation may result in disqualification from the Job Creation Performance Grant and/or repayment of any funds received. I agree to comply with all program terms and conditions and to provide additional documentation upon request.

<b>Applicant Signature</b>	
<b>Printed Name</b>	
<b>Title / Position</b>	
<b>Date</b>	

## FOR CITY USE ONLY — DO NOT WRITE BELOW THIS LINE

<b>Date Received</b>	
<b>Received By</b>	
<b>Application Reference #</b>	
<b>Eligibility Verified (Yes / No)</b>	
<b>Decision (Approved / Denied)</b>	
<b>Decision Date</b>	
<b>Grant / Rebate Amount Approved (\$)</b>	
<b>Notes / Conditions</b>	