

## **Small Business Investment Grant Fund – Frequently Asked Questions**

**1. Will I need to create an account with DocuSign to send an application?**

No, you may create an account if you wish, but it is not required in order to submit the application. An email address is all that is needed.

**2. I'm an investor that wants to apply, how does the application process work with DocuSign?**

Great question! Facilitating the submission of the application through DocuSign will make this process seamless. Here's what to expect:

1. Investor clicks the link to the SBIG application on VSBFA's website.
2. Investor completes their name and contact email address as well as the name and email address of the small business in which they made the investment.
3. Investor follows the DocuSign instructions to complete their portion of the application.
4. Investor attaches required documents to the application as directed.
5. Investor electronically signs the application and marks it complete as directed.
6. Application is then sent to the email address of the Small Business provided in Step 2.
7. Small Business clicks link provided in their email that takes them to the application.
8. Small Business follows the DocuSign instructions to complete their portion of the application.
9. Small Business attaches documents to the application as directed.
10. Small Business electronically signs the application and marks it complete as directed.
11. Application is automatically sent to VSBFA's SBIG Review team to verify the application and documents submitted.
12. Investor will receive notification of receipt of application by VSBFA within 5 business days.
13. If, after verification of attached documents, Investor is deemed eligible and is approved for an award, notification will be sent via email. Award will be sent via check within 10 business day of receiving email notification.
14. If, after verification of attached documents, Investor needs to supply additional or different documentation, Investor will be notified via email of this requirement and will be provided **10** business days to send valid documentation.
15. If after 10 business days valid documentation is not received, application will be considered withdrawn.

**3. I have more than one document to upload per required documentation space. Is there a way to upload more than one file?**

Yes, you may upload as many files as necessary to each space that notates documentation is required for that step.

4. **I've reviewed the [list of required documentation](#) and I'm missing a document, can I submit an application anyway?**

We encourage you to ensure you have all the required documentation prior to submission. However, you can return to the application at a later time by clicking the "Finish Later" button in the top right hand corner. You will be emailed a link you can use to complete when you have obtained the necessary documentation.

5. **If I invested in multiple eligible small businesses do I have to submit more than one application?**  
Yes, you will need to submit one application per small business in which you invested.

6. **If I am the small business contact, do I have to complete multiple applications if I have multiple individual investors?**

Yes, if there are multiple applicant investors in one small business, it is possible you will have to complete more than one application. One application is required per small business in which the investment was made.

7. **The information sheet says an eligible investor is "an individual subject to Virginia State Tax pursuant to § 58.1-320..." What exactly does that mean and how do I know if I qualify?**

An eligible investor for the SBIG grant is an individual that usually lives and works in Virginia. There are exceptions so to best define eligibility, the legislation uses the qualification of paying Virginia income tax. If you have a Virginia Driver's License and/or can produce documentation that you have paid Virginia state taxes within the last two years, you are considered an eligible investor.

8. **What is a special purpose entity established for the purpose of making investments for an individual?**

This is an entity or business established to make investments for an individual or a group of individuals. There are various reasons not relating to this grant to invest through a special entity. A qualifying entity will be a Virginia established company where the member or members pay Virginia income tax on their share of profits.

9. **What is considered an "equity investment"?**

An equity investment is money or cash that is invested in a company in exchange for a percentage of ownership in the company. The grant also allows for a cash investment to be in the form of subordinated debt which is a loan agreement between the business and investor.

10. **What is a sole proprietor?** A sole proprietor operates legally under his or her individual name (but can use a dba or other name) and operates by the individual's social security number. A sole proprietor is not considered an eligible business for the purposes of the SBIG grant. A one member LLC, however, works much like a sole proprietor but is a registered and established business under a tax identification number. An LLC is considered an eligible small business for the purposes of the SBIG grant.

11. **I still have questions, is there somebody I can talk to?**

Of course, we have a dedicated team to provide you with the assistance you need. You may reach them by phone at 804.371.0008 or by email at [sbig@sbsd.virginia.gov](mailto:sbig@sbsd.virginia.gov).