

Jump Start Jefferson Winner Agreement Form

Congratulations on being selected as the winner of Jump Start Jefferson! The form below outlines the terms/conditions of the award.

1. **Funds:** Funds are distributed on a reimbursement basis. Please submit receipts, paid invoices, canceled checks, or other documentation of business expenditures to Jefferson County Development Authority office staff in-person at 1948 Wiltshire Road, Suite 4, Kearneysville, WV 25430 during normal business hours (8:30 a.m. - 4:30 p.m.) or via email. Upon receipt of documentation, a check will be made for the amount of eligible expenditures submitted. There is no limit on the number of reimbursement requests submitted.
 - a. Eligible expenses: any reasonable expenditure towards the startup or operation of the business developed and pitched through the competition, including but not limited to equipment, license fees, registration fees, utility bills, rent, signs, and advertisement.
 - b. Ineligible expenses: payroll, including payroll taxes.
2. **Required Documentation:** Contest winner(s) must provide the following documentation before any grant funds will be disbursed:
 - a. WV Secretary of State Business Filing
 - b. WV Tax Department Business License
 - c. WV Tax Department Letter of Good standing (existing businesses only)
 - d. W-9
3. **Grant Disbursements:** Contest winner has until October 3, 2024, to provide the required documentation and request grant funds. If funds are not requested before this date, grant funds will be forfeited. Grant funds must be fully utilized by December 31, 2024, or the remaining funds will be forfeited.
4. **Tax incidence:** Winning funds may be taxable, and a 1099 will be issued to the individual or business receiving the award. If you would like a Form 1099 issued to the business, please wait to submit Form W-9 to the JCDA **AFTER** successful registration with the WV Secretary of State and/or WV Tax Department.

Acknowledgement:

Winner: _____ Signature: _____

JCDA (print): _____ Signature: _____

(title): _____ Date: _____

