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FAIRFAX COUNTY PIVOT GRANT – PHASE 1

How to Submit a Grant Application



If you have questions at any time, please email pivotfairfax@ledcmetro.org or chat us in the grant portal using the blue chat icon.

This guide will walk you through how to submit an application for the PIVOT Food Services and Food Trucks, PIVOT Arts Organizations, Museums and Historical Sites, and PIVOT Retail, Services and Amusements grants.

If you are applying for the PIVOT Lodging grant, please reference the Lodging guide.

The PIVOT application consists of three phases:

Phase 1: Initial eligibility check

Phase 2: Submission of required documents

Phase 3: Submission of eligible expenses

Beginning June 23rd, 2021 at 9 AM, eligible businesses will be able to complete **Phase 1**.

If your application is eligible and selected following Phase 1, you will be invited back to the Portal to complete Phase 2.

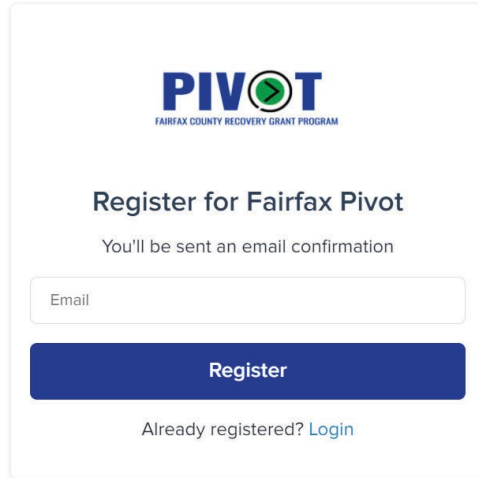
Following Phase 2, if your application is approved, you will be invited back to complete Phase 3.

A second guide will be published to walk eligible businesses through Phase 2 and Phase 3.



REGISTRATION:

1. Go to <https://fairfaxpivot.my.stacker.app/register> and enter your email address. Click "**Register**".

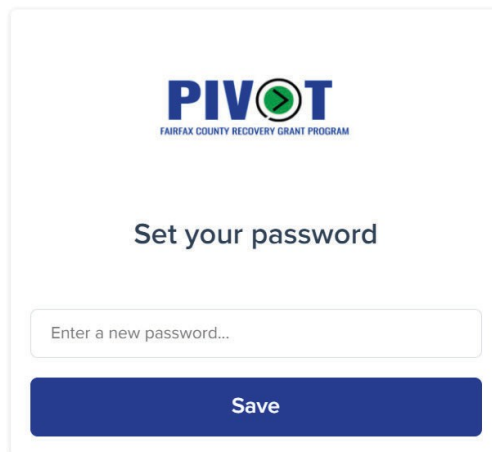


The screenshot shows the registration page for the PIVOT program. At the top is the PIVOT logo with the text "FAIRFAX COUNTY RECOVERY GRANT PROGRAM" below it. The main heading is "Register for Fairfax Pivot", followed by the subtext "You'll be sent an email confirmation". There is a text input field labeled "Email". Below the input field is a blue button labeled "Register". At the bottom, there is a link that says "Already registered? Login".

Note: Please check your spam folder if you do not receive an email from no-reply@stacker.app.

Note: If you are submitting multiple applications, you will need to register a separate email username for each application.

2. Follow the link in your email to enter a password. Click "**Save**". Your username will be your email address.



The screenshot shows the password setting page. At the top is the PIVOT logo with the text "FAIRFAX COUNTY RECOVERY GRANT PROGRAM" below it. The main heading is "Set your password". There is a text input field with the placeholder text "Enter a new password...". Below the input field is a blue button labeled "Save".

Note: Your password must be at least 8 characters long



3. On the welcome page, click **"Go to Application."** Please note the deadline, and ensure you give yourself ample time to complete the application.

Welcome to the PIVOT Fairfax Grant Portal

PIVOT will provide grants to local businesses in the hotel, food service, retail and services, and arts and culture industries.

The application is open from / Se acepta aplicaciones desde
JUNE 23rd, 2021 AT 9AM through July 9th, 2021 AT 11:59PM MIDNIGHT.

The application consists of three Phases:

- Phase 1: Initial Eligibility Check
- Phase 2: Submission of required documentation
- Phase 3: Submission of eligible expense invoices

Should you have any questions or technical difficulties, please reach out to us through the **blue chat box**, or email pivotfairfax@ledcmetro.org.

[Go to Application](#)

PHASE 1:

4. On the first page enter your full legal business name and click **"Save"**.

username*

 X ▼

Legal Business Name*

Please enter your full Legal Business Name as it appears on your tax documents.*



5. On the following page, answer each question to complete the Phase 1 Initial Eligibility Check. A red * indicates a required question.

Note: The application is personalized depending on your answers.

Example Business ✕ Cancel ✓ Save

Please enter your full Legal Business Name as it appears on your tax documents.*

Example Business

Please select the PIVOT Grant to which you are applying.*

Select...

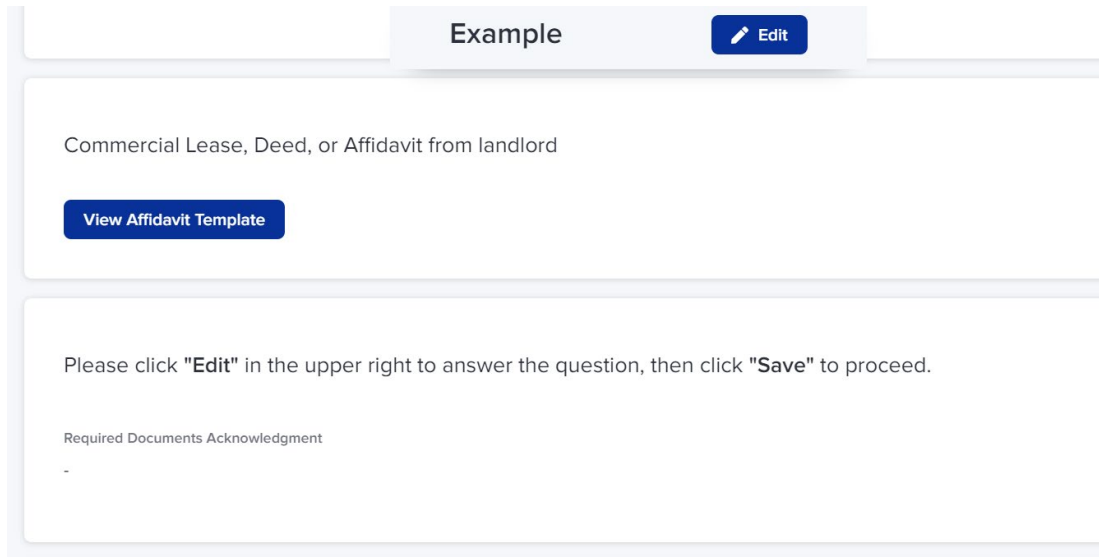
6. Click the blue **“Save”** button at the top of the page. Please make sure all required questions are answered. A successful save is indicated by the **“Edit”** button replacing the **“Save”** button.
7. At the bottom of the page you will now be able to view if your business is eligible.
 - a. If your business is eligible, please click the blue **“Edit”** button and continue with the application.
 - b. If your business is not eligible, please check that all your answers are correct. If they are not, you can click **“Edit”** to correct your answers. Click **“Save”** to recheck your eligibility.

Unfortunately, we are not able to review applications that do not meet the eligibility criteria.



8. Once you save, you will be able to view a list of the documents you will be required to submit if you are selected to return for Phase 2.

Click "**Edit**" to complete the Required Document Acknowledgment. Click "**Save**" to continue.



Example Edit

Commercial Lease, Deed, or Affidavit from landlord

View Affidavit Template

Please click "Edit" in the upper right to answer the question, then click "Save" to proceed.

Required Documents Acknowledgment

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9. Once you complete the application, you will receive an email for your records.

WHAT'S NEXT?

- Please check for emails from noreply+automations@airtableemail.com (including your spam folder).
- After you submit Phase 1, your address will be validated by a location software. If you receive notice that your address was not validated, please first confirm that you entered it correctly.
 - If you believe that your business is in Fairfax County and is not in the City of Fairfax or the City of Falls Church, please contact us so we can correct your address. If your address is not validated, your application will be **ineligible**.



- If you are selected during the randomized lottery process, you will receive an email inviting you back to the portal to complete Phase 2 of the application, where you will upload all Required Documents. You will also receive an email if your application is not selected at that time.

Note: Please have the documents ready to upload in advance.

- If your application is approved after Phase 2, you will be invited back to the portal to upload invoices in Phase 3 and provide banking information for the grant disbursement.

For more information about the PIVOT Fairfax Program, guidance on eligibility questions and documentation requirements, and a recording of the informational webinar, please visit: <http://www.fairfaxcounty.gov/economic-initiatives/pivot>

