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## SMALL BUSINESS ASSISTANCE GRANT APPLICATION

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### Kanawha County Commission

407 Virginia Street East  
Charleston, WV 25301

For more information call 304-357-0101

### I. APPLICANT INFORMATION

#### Applicant:

Name: January Wolfe

Address: 1864 Loudon Heights Road

City: Charleston State: Wv Zip Code: 25314

Phone: 304-541-5272 Email: january@januarywolfe.com

Individual       Business Entity       Non-profit

#### Business Information:

Name: Academy of Arts at January's

Address: 615 Tennessee Avenue Charleston, WV 25302

Type of Ownership:

Sole Proprietor       Corporation       LLC       Nonprofit

Type of Business:

Retail       Business Service       Restaurant       Manufacturing

Other: \_\_\_\_\_

Is your business registered with SAM.gov?       Yes       No

Provide a brief description of the business that is starting or expanding. Your attached business plan can more fully explain your products or services, so please be brief but informative.

1- The Academy of Arts has been in business serving the Charleston area since 1986. We have hired hundreds of teachers and taught class to thousands of children during our last 36 years in business. We own a two story 1920's historic building that is on the National Register. It is on the West Side of Charleston. It has 9,000 square feet of space. We currently use every inch of the space. We can expand our space by a few renovations listed below. These renovations would allow us to work with more students and hire more staff.

We have one studio that could be made larger by knocking out walls, raising the ceilings and making a raised dance floor. There is a large closet area that we would like to turn into a small lounge with hammocks and lockers which have purchased. But will need carpeting and paint. The cost of demolition is \$8,750.  
Estimate for the rebuild \$ 28,000.

2- In addition to these costs we have also gotten an estimate to upgrade all our studio equipment to make teaching easy for teachers both young and old. \$5,500.

3- In addition to the above costs of demolition and the rebuild, I also would like to add a bathroom. As of now the men have to go upstairs and share the family bathroom. I would like to create a new bathroom in the closet space beside the bathroom. Plumbing is already in place. Will need to purchase a toilet and a small sink and tile the floor. I am attaching those estimates. 5,000.00

1. How many employees does your small business employ? 0

2. In what industry is your small business? Service

3. Has your small business incurred costs for COVID-19 mitigation and prevention measures? If so, describe the costs, mitigation, and prevention measures:

We lost an entire show. The pandemic hit and the went into lockdown one week prior to showtime. Everyone was devastated. Will take care of these cost on my own.  
Estimated Cost, \$14,000

For mitigation: We order big steamers that would steam clean the dance floors and lobby floors at a high temperature. We paid someone to come in and use them every day. Estimated cost 2,000.00

We order professional hand sanitizers for inside and outside of every room in our facility.  
Estimated \$800.00

Our building stayed closed until summer except for the teachers. We continued to teach on

4. How will you use the funds received from the Small Business Assistance program? (e.g., Will you hire new workers, provide on-the-job training, obtain technical assistance, support payroll, benefits, rent, utilities, or other operating costs?)

I would like to expand my teaching space to make more room for students and to assist with payroll for new teachers to fill the space.

If I can ask for additional funds, I would ask for replacement for loss of income from concert in 2020.

5. Has your small business faced periods of closure as a result of the COVID-19 pandemic? If so, please describe.

Yes, we were closed of course during the mandatory shut down, but we also stayed closed until summer using zoom to reach our students. We were determined to have a recital, which was close to impossible since all theatres remained closed. We contracted with Coonskin Park and performed outside for our next 3 concerts.

6. Has your small business experienced loss of revenue or financial hardship as a result of the result of the COVID-19 pandemic? If so, please describe.

Yes, Without a doubt.

Enrollment dropped immediately out of fear and necessity. This resulted in loss of enrollment fees. Anyone who opted out of zoom lessons and were afraid of what was to come with work places closed, we did not charge. We allowed anyone to stay in class that wanted to regardless of pay.

6. Do you intend to use your small business assistance funds for capital expenditures? If so, what capital expenditures do you intend to make and what is your time for completion of capital expenditures?

I would use the funds completely for the renovation.  
I have enough to start the process immediately on August 1, so I will fund the project with my business line of credit until the rescue funds become available.

My season will open September 6. The renovation must be completed by this time.

7. Are you requesting funds to open a startup business? If yes, did you lose expected startup capital or face other difficulties, cost increases, or delays due to the COVID-19 pandemic? Please describe fully.

## II. FINANCING NEEDS

Total Amount of Investment: \$47,250. Renovations

Total Amount of ARP Funding Request: 28,000



## IV. NUMBER AND TYPE OF JOBS CREATED

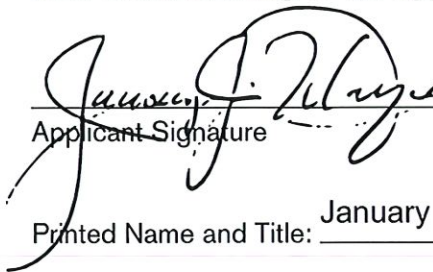
Year One: 2 Part time

Type(s): Dance Teachers

Year Two (projected): 3 Part time

Type(s): Dance Teacher

**This application is being submitted with the information that is correct and complete, to the best understanding of the applicant.**

  
Applicant Signature

July 30, 2022  
Date

Printed Name and Title: January Wolfe, Owner and Director

**ATTACHMENT: Your business plan MUST contain the following information:**

- Description of the business and its goods and/or services
- Demand for proposed for goods or services
- Target market and marketing approaches
- Amount of funding required to capitalize the business and operate with adequate cash flow
- How the ARP funds will be used including a description of the work done or equipment purchased
- Three year operating pro forma

**The ARP program requires the following information:**

- Personal financial statement
- Personal or business tax return
- Building lease if applicable

## HOW DO I SUBMIT MY APPLICATION?

**Email the completed application to:** [kimmallory@Kanawha.us](mailto:kimmallory@Kanawha.us)

**Mail the completed application to:**

Kanawha County Commission  
Attention: Kim Mallory  
PO Box 3627, Charleston, WV 25336

**Submitted applications will be made publicly available and will be posted on the County's website.**