



Application Guidelines

Before filling out the pre-application, please read each program's policy and review the below information.

Company Name: Provide the name of the company to be considered for the pre-application.

Trading As: List company "doing business as" name if different from above.

Applicant Email: Provide the email address of the person filling out the pre-application on behalf of the company.

Applicant Name, Title: Provide the name and position title of the person filling out the pre-application.

Industry Sector (e.g. BCO, Developer, 3PL, etc.): Describe the business activity the company is involved as it relates to the production of an economic good or service. Additionally, BCO means beneficial cargo owner; Developer means real estate developer; 3PL means third-party logistics company.

Regional Location of Business Activity (provide city/county): List the city, county, and state (if outside of Virginia) in which the company is doing business activities eligible for award.

Select Intended Grant Application: Provide a singular selection of the grant program you wish to apply for during the current grant season. *No eligible entity may apply, nor shall one be awarded, for multiple grants utilizing the same cargo, employees, or capital investments.*

Screening Guidelines

All volume should be listed as twenty-foot equivalents (TEUs); provide whole numbers only. ¹RMT means Richmond Marine Terminal. ²VIP means Virginia Inland Port.

1. **Calendar Year (CY) 2023** (also referred to as "prior year"): The below questions relate to the transportation of cargo completed in the prior year.
 - a. Provide the prior year cargo volume transported through The Port of Virginia facilities, separated by imports and exports. Applicants are expected to provide the most accurate assessment of cargo volume.
 - b. Provide the prior year cargo volume transported through the United States at any port facility, separated by imports and exports. Applicants are expected to provide the most accurate assessment of cargo volume.
2. **CY2024** (also referred to as "current year"): The below questions relate to the transportation of cargo projected to be completed in the current year.
 - a. Provide the current year cargo volume projected to be transported through The Port of Virginia facilities, separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.

- b. Provide the current year cargo volume projected to be transported through the United States at any port facility, separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
3. **Future Years:** The below questions relate to the transportation of cargo anticipated to be completed over the next three (3) years.
 - a. Provide an average of anticipated annual cargo volume expected to be transported through The Port of Virginia facilities, separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
 - b. Provide an average of anticipated annual cargo volume expected to be transported through the United States at any port facility, separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
4. **Barge & Rail applicants:** The below questions relate to the transportation of cargo, **via barge**, which is projected to be completed in the current year.
 - a. Provide the current year barge cargo volume projected to be transported through any Port of Virginia facility, separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
 - b. Provide the current year barge cargo volume projected to originate or terminate at The Port of Virginia's Richmond Marine Terminal (RMT), separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
5. **Barge & Rail applicants:** The below questions relate to the transportation of cargo, **via rail**, which is projected to be completed in the current year.
 - a. Provide the current year rail cargo volume projected to be transported through any Port of Virginia facility, separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
 - b. Provide the current year rail cargo volume projected to originate or terminate at The Port of Virginia's Virginia Inland Port (VIP), separated by imports and exports. Applicants are expected to provide the most accurate estimate of cargo volume.
6. To all applicants, provide a yes or no response based on the following definition of a major facility. A major facility means a new facility to be located in Virginia that is projected to import or export cargo through a port in excess of 25,000 TEUs in its first calendar year.
7. To all applicants, select the appropriate box(es) to advise if the company has received either a Letter of Recommendation or a State Incentive Package within the prior two (2) years. If non-applicable, based on receipt or timing of support, select option N/A.
8. To all applicants, within the prior two (2) years, provide the amount of **Infrastructure or Capital Investment** in the Commonwealth of Virginia, in whole dollars. *Infrastructure investment* means the development of new port-related facilities or upgrades to existing ones. *Capital investment* means the amount properly chargeable

to a capital account for improvements to rehabilitate or expand depreciable real property placed in service during the taxable year and the cost of machinery, tools, and equipment used in an international trade facility directly related to the movement of cargo.

9. To all applicants, within the prior two (2) years, categorize whether the investment discussed in Question #8 is for operations in a new facility or for operations on expansion.
10. To all applicants, provide the number of full-time employees within the Commonwealth of Virginia hired for new, permanent full-time positions created as a result of the investment activity in Questions #8 and #9.

Declaration and Signature Instructions

Declaration I (we) the undersigned declare that this form (including any accompanying schedules, statements, and enclosures) has been examined by me (us) and is to the best of my (our) knowledge and belief, a true, correct, and complete application, made in good faith pursuant to the rules set forth by the Virginia Port Authority.

Signature: Each pre-application must be properly signed.

Date: Each pre-application must be properly dated.

Submit completed applications by Oct. 31st and/or pre-application inquiries to: growthincentivegrants@portofvirginia.com