



GARRETT COUNTY COVID-19 BUSINESS ASSISTANCE GRANT PROGRAM (formerly known as the Garrett County Kick-Start Grant Program)

ELIGIBILITY REQUIREMENTS AND GRANT APPLICATION CHECKLIST

Home-based businesses, churches or religious institutions, banks and financial institutions, investment/real-estate entities, government agencies, and independent contractors **ARE NOT** eligible to apply.

Businesses that are/were awarded a Personal Protection Equipment (PPE) Grant **ARE NOT** eligible to apply.

Businesses that have been open for less than one year **MAY BE** eligible for a lesser grant amount.

Grants will be on a first-come, first-serve basis until the pool of funds has been depleted.

ELIGIBILITY REQUIREMENTS:

To be eligible for the grant of a maximum of \$2,500, the applicant business must:

- Be native to, and physically located within, Garrett County;
- Be solvent and plan to reopen for business once Governor Hogan’s Executive Orders related to the COVID-19 pandemic are lifted;
- Be a business in good standing with the Maryland Department of Assessments and Taxation;
- Be a “for profit” restaurant or other food service business of any size **OR** a "for profit" small business with 25 or fewer employees **OR** a self-employed individual, provided the “for profit” business or self-employed individual does not fall into one of the excluded categories listed above;
- Have been forced to reduce business services or operations, or had to close, due to Governor Hogan’s Executive Orders related to the COVID-19 pandemic; **AND**
- Prove significant loss of income due to Governor Hogan’s Executive Orders related to the COVID-19 pandemic.

To apply, a business owner must provide the following:

	Submitted	Accepted
1. Copy of the General Information Page for your business from the MD Dept. of Assessments & Taxation (www.dat.state.md.us) verifying your business location & good standing with Maryland		
2. Profit & loss or income statements for March-June 2019 & March-June 2020 (<i>if the business has been open for less than one year, then a profit & loss or income statement for March-June 2020 & a combined profit & loss or income statement for all preceding months in business</i>)		
3. Payroll report as of March 1, 2020 detailing all full- and part-time employees (<i>if the business has employees</i>)		
4.. Grant application		
5. Current W-9 Form		

NOTE TO GRANTEE APPLICANT:

Grant funds will be remitted via electronic deposit to your business account. Please provide the following information:

Name on Business Bank Account	
Bank Routing Number	
Bank Account Number	
Bank Name	
This business account is a:	_____ Checking Account _____ Savings Account

ALL GRANT APPLICATIONS MUST INCLUDE THE ABOVE INFORMATION. GRANT REVIEW WILL NOT BEGIN UNTIL ALL INFORMATION HAS BEEN RECEIVED.

Completed applications and all accompanying documentation MUST be submitted electronically to: kdurst@garrettcounty.org.

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GRANT APPLICATION

I. GENERAL INFORMATION:

A. Applicant:

Business Name	
Street Address	
Mailing Address (if different)	
City or Town	
State and Zip Code	
Federal Employer Tax ID Number	
Contact Person/Title	
Telephone Number	
Fax Number	
E-Mail Address	

B. Grant Request:

Amount Requested (<i>maximum of \$2,500</i>)	\$
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C. Business Information:

Legal form of business	
Date founded	
Is business in good standing with the State of Maryland? (<i>documentation required</i>)	
IF NOT SELF-EMPLOYED:	
# of Employees on March 1, 2020 (<i>documentation required</i>):	
# of Employees laid off after March 1, 2020 due to COVID-19	

II. IMPACT OF COVID-19:

Notice to Grant Applicant: All financial data provided with this application will be held in the strictest confidence and will not be disseminated to the public.

Please provide an explanation of the impact of COVID-19 on your income (please continue on a separate sheet of paper, if necessary):

Please provide an explanation of any staffing reductions, if any, you have made as a result of COVID-19:

I HEREBY CERTIFY, that that my business:

- Is a solvent business located in Garrett County, Maryland and is in Good Standing with the State of Maryland's Department of Assessments and Taxation;
- Has been forced to reduce business services or operations, or had to close, due to Governor Hogan's Executive Orders related to the COVID-19 pandemic;
- Has had a significant loss of income due to Governor Hogan's Executive Orders related to the COVID-19 pandemic; and
- Plans to reopen for business once restrictions currently in place pursuant to Governor Hogan's Executive Orders related to the COVID-19 pandemic are lifted.

DATE: _____, 2020

BY: _____
(signature of authorized business representative)

Printed name and title