



## GARRETT COUNTY RESTAURANT RELIEF GRANT ELIGIBILITY GUIDELINES



The Garrett County Restaurant Relief Fund is to assist restaurants with expenses associated with adjusting their operations and procedures due to the COVID-19 pandemic.

### Eligibility Criteria and Business Qualifications:

#### Eligible Businesses:

The following businesses are eligible to apply for the grant, provided their primary business activity is identified by one of the following NAICS code categories:

- [NAICS 722511](#): Full-service restaurants
- [NAICS 722513](#): Limited-service restaurants
- [NAICS 722320](#): Caterers
- [NAICS 722515](#): Snack and nonalcoholic beverages (carry-out)
- [NAICS 722330](#): Mobile food service (food trucks)
- [NAICS 722511](#): Brewery/distillery (tap room)

Applications from franchise restaurants will be accepted, with the following exceptions:

- If a franchisee owns more than two (2) franchise locations in Garrett County, franchisee may submit a grant application for no more than two (2) of those locations; and
- Corporate-owned franchise restaurants are not eligible to apply.

Convenience stores and cafeterias are not eligible applicants.

#### Grant Awards:

The following approved applicants will receive a \$10,000 grant:

- [NAICS 722511](#): Full-service restaurants
- [NAICS 722513](#): Limited-service restaurants

The following approved applicants will receive a \$5,000 grant:

- [NAICS 722320](#): Caterers
- [NAICS 722515](#): Snack and nonalcoholic beverages (carry-out)
- [NAICS 722330](#): Mobile food service (food trucks)
- [NAICS 722511](#): Brewery/distillery (tap room)

**Approved applicants will receive an IRS Form 1099-MISC, which will detail the grant award, from the Board of County Commissioners for Garrett County, Maryland at the end of calendar year 2021.**

**Other Eligibility Requirements:**

1. Applicant must have owned, rented, or leased a permanent or mobile commercial food and/or beverage service location in Garrett County as of March 1, 2020
2. Applicant must have been in business on March 1, 2020 and continue to be operational, except, if a business closed after March 1, 2020 due to the COVID-19 pandemic and wishes to use funds to reopen, reimbursement of funds up to the funding guidelines may be provided for eligible expenses necessary to reopen the business.
3. Applicant must have a valid Garrett County Health Department permit.
4. Applicant must be in good standing with Garrett County Government and the State of Maryland with **NO** outstanding taxes, fees, or other charges.
5. Applicant must be registered with the Maryland Department of Assessments and Taxation, if required by law, or have a valid Garrett County business license.
6. Applicant must demonstrate operational expenses or purchases incurred due to COVID-19 during the period from March 1, 2020 through December 30, 2020.

**Eligible Fund Uses\*:**

- Rent/mortgage
- Utilities
- Information technology upgrades and e-commerce programs
- Marketing
- Employee training
- Commercial cleaning and sanitation services
- Professional services
- Vehicle or equipment expenses to expand outdoor dining
- Infrastructure improvements
- Disposable food containers/utensils
- Other COVID-19 health-related expenses (Personal Protective Equipment (PPE), supplies, plexiglass shields, masks, etc.)

\*Grant funds may be used as a reimbursement for eligible **past** expenses made after March 1, 2020 that meet requirements.

**Ineligible Fund Uses:**

- Payroll / Wages
- Expenses not related to COVID-19 pandemic impacts

**Required Documentation:**

- Fully completed application
- Fully completed IRS W-9 form
- Vendor information request form
- Maryland State Department of Assessments and Taxation Certificate of Good Standing, if required by law, or a copy of a current Garrett County Business License. Certificate of Good Standing may be supplied via screenshot or printed from the webpage.
- Copy of Garrett County Health Department permit

### **Additional Information:**

- Applicants that have received previous local, state, or federal COVID-19 financial support are eligible to receive the Garrett County Restaurant Relief Grant.
- If an incomplete application is received, the applicant will be notified via email and the application will lose its spot in the application queue.
- Applicants will receive an email notification confirming receipt of their applications. If an applicant does not receive an email notification, the application has not been received.
- Applicants will be notified via email upon approval of the grant and disbursement of funds. All grant funds will be disbursed via check.
- Documentation of expenses and paid invoices, as well as all Required Documentation set forth above, must be kept by the Applicant Grantee with a copy of the grant application for a period of five (5) years.
- Within that five (5) year period, Applicant Grantees must permit any duly authorized representative of the Maryland Department of Commerce, the State of Maryland, and/or Garrett County Government to inspect and audit all records and documents relating to the grant award.
- Grants will be awarded on a first-come, first-served basis until funding is exhausted.
- **Applications will be accepted beginning 8:30 a.m. on Monday, January 4, 2021.** The application and all documentation must be submitted via email to Kim Durst at [kdurst@garrettcounty.org](mailto:kdurst@garrettcounty.org).
- **Application deadline is 11:59 p.m. on Monday, March 1, 2021.** **NO** grant applications will be accepted after that date. Funds must be disbursed to businesses by March 31, 2021. The March 1, 2021 deadline insures sufficient time to review applications and disburse funds.