



Garrett County Business Development Garrett County Small Business Marketing Grant Program FY 2023

Purpose

To aid in the promotion of small, non-agriculture businesses based in Garrett County.

Eligible to Apply

For-profit, non-agriculture businesses with 25 or fewer employees and with a physical location in Garrett County. There is a separate marketing grant program for agriculture-related businesses.

Applicant businesses must be in good standing with the State of Maryland and Garrett County Government; and have a current Garrett County Business License, if required by law.

Maximum Award

Up to 10 grants of up to \$1,000 may be awarded during any given fiscal year (July 1 through June 30) to fund up to 90% of the costs of each project. The applicant must contribute at least 10% of the total project costs. For example, if you are purchasing a sign that costs \$400 (total project cost), you must contribute 10%, or \$40. In this case, you could apply for up to \$360 in grant funds. You can, of course, contribute more than 10% of the total project costs. Applicants are **not** eligible for multiple awards during any given fiscal year.

Eligible Costs

Any reasonable marketing-related cost can be paid with this grant award, subject to approval. **Applicant must submit the grant application and receive written notice that the grant has been approved prior to incurring any expenses. Applicant will not be reimbursed for any expenses incurred prior to the grant award date.**

Process

Applications are available online at business.garrettcountry.org or at the Courthouse in the Business Development Department and are accepted any time. Eligible applicants will complete the application and submit the completed application to Kim Durst, Manager of Business Development, Garrett County Business Development, kdurst@garrettcountry.org or mail to 203 South Fourth Street, Room 208, Oakland, MD 21550.

Within two weeks of receipt, all applications will be reviewed and either (1) additional information will be requested, or (2) a decision will be made. Awardees will be chosen at the discretion of the staff of the Garrett County Business Development Department.

Receiving Funds and Reporting

You must present invoices marked paid or receipts that show the full cost and number of the items you have purchased that are eligible to be reimbursed with the awarded grant money. When those invoices are verified, you will receive a check up to the grant amount awarded. Six months after all invoices are paid and items purchased, a final report will be due. (Format to be determined for each project; minimally: photos of the purchases, a final expense budget and how the project benefitted you).



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Contact Information: _____ Date _____

Applicant Business: _____

Business Contact & Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Your Project:

Budget – detail how the grant funding will be spent (please be specific):

Item(s)	Total
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COSTS	\$ _____

Grant Funds Requested (*no more than \$1,000*) \$ _____ %

My Contribution (*at least 10% of total project costs*) \$ _____ %

How will this project help your business?

Return form to:

Kim Durst, Manager of Business Development, Garrett County Business Development,
kdurst@garrettcountry.org or mail to 203 South Fourth Street, Room 208, Oakland, MD 21550.