



## GARRETT COUNTY ONLINE SALES & TELEWORK ASSISTANCE COVID-19 RELIEF GRANT PROGRAM ELIGIBILITY GUIDELINES – ROUND 3

**GRANT FUNDS WILL BE AWARDED ON A FIRST COME, FIRST SERVED<sup>494</sup> BASIS.**

Garrett County Government has secured grant funds from the Maryland Economic Development Assistance Authority and Fund (MEDAAF) to be used to provide grants to businesses that have incurred expenses to establish or expand online sales and/or telework during COVID (after March 2020). Available grant funds in Round 3 total approximately \$11,494.

### Eligible Businesses:

To be eligible for a grant under this program, an applicant must:

- Be a for-profit business with a physical location in Garrett County;
- Have incurred expenses to establish or expand online sales and/or employee telework after March 2020;
- Have been established and in operation prior to March 9, 2020;
- Currently be in operation;
- Be in good standing with Garrett County Government and the State of Maryland with **NO** outstanding taxes, fees, or other charges;
- Be registered to conduct business within the State of Maryland with the Maryland Department of Assessments and Taxation; **AND**
- Have a current Garrett County Business License, if required by law.

### Ineligible Businesses:

- Nonprofit organizations
- Faith-based organizations
- Real estate holding companies
- Independent contractors, including realtors, hair stylists, multi-level marketing, etc.
- National/regional chains and publicly traded companies/franchises

### Grant Awards:

- Approved applicants **may** receive up to \$7,500 in grant funding for eligible expenses incurred.
- Grant funding in Round 3 will be awarded on a first come, first served basis. Each application will be reviewed by a Grant Review Committee to determine the actual grant amount for each applicant based on the application, supporting financial statements, and available funds.
- Businesses that **have not already received** a COVID-19 Business Relief Grant or Loan from the Maryland Department of Commerce or a grant from the Maryland Department of Labor for the purchase of equipment to assist in the expansion of opportunities for telework **will receive priority consideration** for grant funding.
- Businesses that **do not have** more than 20 total employees (including part-time employees), excluding the owner, **will receive priority consideration** for grant funding.

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

### Eligible Fund Uses:

- Reimbursement of expenses incurred to establish or expand online sales and/or employee telework after March 2020, to include:
  - Information technology upgrades to support online sales framework and
  - Hardware, software, and subscriptions to facilitate employee telework

### Ineligible Fund Uses:

- Any uses other than those identified under “Eligible Fund Uses” above

### Required Documentation:

- Fully completed application (provided);
- Fully completed IRS W-9 form (provided);
- Completed vendor information request form (provided);
- Maryland State Department of Assessments and Taxation (SDAT) Certificate of Good Standing; Certificate of Good Standing may be supplied via screenshot or printed from SDAT's website;
- Copy of Garrett County Business License, if applicable;
- Receipts for expenses incurred to establish or expand online sales and/or employee telework after March 2020; **AND**
- Proof of number of current employees.

### Additional Information:

- The completed application and all documentation must be submitted via email to Kim Durst at [kdurst@garrettcounty.org](mailto:kdurst@garrettcounty.org) prior to the application deadline date.
- If an incomplete application is received, the applicant will be notified via email that the application submitted is incomplete and will not be accepted. Applicant may resubmit a completed application prior to the application deadline date.
- 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 Economic Development Assistance Authority and Fund (MEDAAF), 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.