



ROUND 2 (Round 1 applicants not eligible)

Garrett County Business Development

FY 2024 Garrett County Small Business Marketing Grant Program

Purpose

To aid in the promotion of small, non-agriculture businesses **with 25 or fewer employees** 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.

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

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. Applicant **must** contribute at least 10% of the total project costs.

Applicant **is not** eligible for multiple awards during any given fiscal year.

Grant funds are limited each fiscal year and are subject to availability of funds. Grants will be awarded on a first-come, first-served basis. The grant program for any given fiscal year will close once available grant funds have been exhausted.

Eligible Costs

Any reasonable marketing-related cost can be paid with this grant award, subject to approval.

If promotional items are purchased using grant funds, those items **must** be giveaways and **cannot** be sold for profit.

Applicant **must** submit the grant application and receive written notice of grant approval **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.garrettcounty.org or at the Courthouse in the Department of Business Development. Eligible applicants will submit a completed application to Kim Durst, Manager of Business Development, Garrett County Business Development, at kdurst@garrettcounty.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 Department of Business Development.

Receiving Funds and Reporting

Applicant 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).

Questions?

Contact Kim Durst at kdurst@garrettcounty.org or (301) 334-1992.

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Contact Information: _____ **Date** _____

Applicant Business: _____

Business Contact & Title: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ **Email:** _____ **Total # of Employees:** _____

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@garrettcounty.org or mail to 203 South Fourth Street, Room 208, Oakland, MD 21550.