



Carroll County Online Sales & Telework COVID Relief Grant Program

Pursuant to the Maryland RELIEF Act of 2021, funds have been made available to the Maryland Economic Development Assistance Authority and Fund (“MEDAAF”) to be used to provide grants to businesses to assist the business in setting up an online sales framework and offering employees telework opportunities.

Carroll County has secured a limited amount of these funds to distribute to Carroll-based businesses. Carroll County is offering reimbursement grants of up to \$1,000 to individual businesses that have made expenditures to online sales frameworks and/or telework opportunities for their employees.

Details and eligibility requirements can be found below.

ELIGIBILITY:

Priority will be given to applicants who have **NOT** received a COVID-19 Business Relief Grant or Loan from the Maryland Department of Commerce (this does not include programs administered by Carroll County).

INELIGIBLE BUSINESSES:

- Businesses with 20 or more employees (excluding the owner)
- Non-profit 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

BUSINESS QUALIFICATIONS:

Businesses which apply for the grant program:

- Must have been established and operating prior to March 9, 2020
- Be located and currently open & operating in a Carroll County Commercial/Industrial Zone
- Be a for-profit entity
- Be registered in good standing with the State of Maryland and Carroll County. Visit <https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx> to obtain certificate of status (Certificate of Good Standing may be provided via screenshot or printed from the webpage – no need to pay for official certificate)
- Must be current on all taxes owed to Carroll County and/or the State of Maryland

Reimbursement Grants of up to \$1,000 for expenses incurred after March 2020 up to date of application that were not previously reimbursed in other federal, state, or county grant programs.

ELIGIBLE FUND USES include the following:

- Information technology upgrades to support online sales framework
- Hardware, software, and subscriptions to facilitate employee telework

INELIGIBLE FUND USES include the following:

- All other uses

The application and all documentation must be submitted online. **Applications will be accepted beginning April 7, 2021 at 12 noon and ending April 20, 2021 at 4pm or when funds are exhausted.**

REQUIRED DOCUMENTATION:

- Fully completed application
- Completed and signed IRS form W-9
- MdSDAT Certificate of Good Standing. The business must be in good standing with the State of Maryland and Carroll County, and registered with the state, if required to do so by law, as of March 1, 2020. (Certificate of Good Standing may be provided via screenshot or printed from the webpage – no need to pay for official certificate) See <https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>
- Recent payroll summary showing number of employees
- Submit copies of paid invoices for reimbursement of eligible expenses (e.g. bill of sale, receipts, cancelled checks, etc.)

UPON GRANT AWARD:

Businesses must:

- Enter into a formal grant agreement with Carroll County
- Retain grant documentation on spending for a period of five (5) years and agree to a state, county, or federal audit if required

TO APPLY:

Submit a COMPLETE AND ACCURATE application with all required supporting documentation. It is imperative that all applicants ensure the accuracy of their legal name, FEIN and address when completing and signing their application, and subsequent forms. Failure to submit a complete and accurate application will prevent you from receiving a grant award.

GRANT APPLICATION REVIEW:

Applicants will receive an email confirming receipt of their application. If an incomplete application is received, the applicant will be notified of the issue and asked to submit the missing required information.

If you need assistance with assessing your eligibility or compiling the needed documents for your application, we advise that you consult with your financial or legal advisers. Email questions to info@carrollbiz.org.