

Carroll County Restaurant Relief I & II

[Maryland Best Practices for Restaurants](#)

ELIGIBILITY:

- Independently-owned restaurants located in a commercial/industrial zone
- Service organizations with a licensed commercial kitchen
- Breweries, wineries, distilleries
- Food trucks/Mobile Caterers licensed and located in Carroll County
- Previous Carroll Rebound/Carroll Restaurant Relief grantees

INELIGIBLE BUSINESSES:

- Non-restaurant businesses
- Restaurants with 50 or more FTE employees
- Restaurants not currently open/operating
- **National/regional chains, franchises and publicly traded companies**

BUSINESS QUALIFICATIONS:

Businesses which apply for the grant program:

- Must have been established prior to March 1, 2020
- Must be registered with the State if required to do so. In addition, the business must be in good standing with the State of Maryland and Carroll County as of January 1, 2021. 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

Full time equivalent employees (FTE)** are counted as working 30+ hours per week. Accordingly, grants will be awarded as follows:

- **Food Trucks/Mobile Caterers (regardless of employment), \$3,000**
- **Sole Proprietors/Restaurants (located in a commercial/industrial zone) with nine (9) or less full-time equivalent employees, \$3,000***
- **Restaurants with between ten (10) and fifty (50) full-time equivalent employees, \$8,000***

(* – Restaurants must be located in a commercial/industrial zoned district. Breweries, wineries, distilleries and food trucks are exempt from the zoning requirement.)

(** – The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. For example, an employer has a 30-hour workweek, employees who are scheduled to work 30+ hours per week are 1.0 FTE. Employees scheduled to work 15 hours per week are 0.5 FTE.)

ELIGIBLE FUND USES include the following:

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

INELIGIBLE FUND USES include the following:

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

NOTE: The grant may be used as a reimbursement for eligible past expenses made after March 1, 2020 that meet requirements. Documentation of expenses and paid invoices must be kept by the grantee with their grant agreement for a period of five (5) years.

Businesses who have received previous local, state or federal COVID-19 financial support are eligible to receive the Carroll Restaurant Relief II grant. The application and all documentation must be submitted online. **Applications will be accepted beginning January 11th at 12 noon.**

Grants will be awarded first-come, first-served though **Monday February 1, 2021 at 4:00 p.m. or funding is exhausted.**

REQUIRED DOCUMENTATION:

- Fully completed application
- Federal Employment Tax payer identification number (FEIN)
- 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 January 1, 2021. (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>
- 2020 Payroll reports OR W2 forms to support employment requirement (if not previously provided in a Carroll Rebound or Carroll Restaurant Relief Program application)

UPON GRANT AWARD:

Businesses must:

- Enter into a formal grant agreement with Carroll County
- Submit a W-9 for tax reporting
- Retain grant documentation on spending for five (5) years and agree to a county, state or federal audit if required
- Accept grant agreement terms as issued

- Grant agreements that are not returned to the Department within five (5) business days will be considered null and void and the applicant will forfeit the award. If an applicant requires additional time to return the agreement, a request must be made in writing within the five (5) business day timeline.

TO APPLY:

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

GRANT APPLICATION REVIEW:

Applicants will receive an email notification confirming receipt of their application. If you do not receive this message your application has not been sent or received.

If an incomplete application is received, the application will lose its spot in the application queue.

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.

If you do not meet the Carroll Restaurant Relief II grant eligibility, please check the [Maryland Relief Wizard](#) for other potential funding opportunities.