



Carroll County Government Small Business Emergency Relief Fund Application

The Carroll County Board of Commissioners recognizes the overwhelming economic impacts of COVID-19 on all of Carroll County. To aid the small businesses, who are the backbone of County, we are offering grant funds to impacted local businesses.

The Carroll County Small Business COVID-19 Emergency Relief Fund offers working capital to assist Carroll County small businesses with disrupted operations due to COVID-19. Grant assistance is intended to provide interim relief complementing actions with its bank, business interruption insurance, financial institution, federal and state partners.

GENERAL TERMS AND CONDITIONS:

- Grants of \$1,250 for Carroll County businesses
- **Sole proprietors and Home-based businesses** that have been established prior to March 5, 2020
- Business must be physically located in Carroll County, in good standing with the State of Maryland Dept. of Assessment & Taxation ([check your status](#)) and Carroll County
- Only one verified business entity per address will be accepted
- No duplicate applications will be accepted
- Eligible uses include working capital to support payroll, rent, mortgage payments, utility expenses or other similar expenses that occur in the ordinary course of business operations
- Grants will be awarded on a first come first serve basis to eligible businesses

The following uses are not eligible for funding:

- Non-profits
- Medical service providers

What you need to complete the application:

- Federal Tax ID # (EIN)
- Maryland Department of Assessment and Taxation Department ID #
- Number of full-time (FTE)* – including yourself – employees prior to March 5, 2020
- Business mailing address and description
- Purpose of request

Applications will be considered on a first-come, first-served basis. Once the applicants are verified and approved, pending funding availability, the applicant will receive the grant check via mail.

* – The calculation of full-time equivalent (FTE) is an employee’s scheduled hours divided by the employer’s hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTE. Employees scheduled to work 20 hours per week are 0.5 FTE.

This form will not accept duplicate entries. If you have previously applied, you cannot re-apply for the same entity.

If you previously applied, one of the following occurred:

- Your application was approved and forwarded for payment. You cannot receive a second grant. OR
- Your Business was found to “Not be in Good Standing” with MD SDAT and was rejected. OR
- Your application did not meet the eligibility requirements and was not considered. OR
- Your application was received and/or your MD SDAT standing was corrected AFTER funding was exhausted – your application was not considered.

Note: If your application did not meet the initial criteria due to lack of employees, being a home-based business or sole proprietor, your application will be considered for the new funding based on the new criteria. You need not take any new action.