



## CARROLL COUNTY SMALL BUSINESS EMERGENCY RELIEF FUND APPLICATION

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.

**Businesses must meet the following conditions to be considered for the \$1,000 grant:**

### TERMS AND CONDITIONS:

- Small businesses, including sole proprietors and home-based businesses, established prior to March 5, 2020, with less than 25 employees
- 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) ([obtain an EIN](#))
- Maryland Department of Assessment and Taxation Department ID # ([check your status](#))
- 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.

**All previous grant applications were processed and approved or denied. If you applied previously and were awarded or denied, please DO NOT apply again.**