



Carroll County Coronavirus Relief Fund Plan

More than ever, Carroll County remains committed to supporting our small businesses, the backbone of our community. To date, with local funding, Carroll County has provided nearly \$900,000 in grants to 720 small businesses, sole proprietors and home-based businesses.

Carroll County has secured additional grant money from the federal government through the Carroll County Coronavirus Relief Fund Plan (CRF Plan). Four million dollars has been allocated to assist small businesses and nonprofits who have been impacted by the COVID-19 pandemic. The “Carroll Rebound” program will provide grant funding for businesses demonstrating need to help offset the financial losses as a result of the pandemic.

ELIGIBILITY:

Business focus will be on:

- Restaurants and retail shops
- Agricultural enterprises (see also [Carroll Rebound for Farms](#))
- Professional services, technology and manufacturing businesses
- Tourism-related venues, including hotels/motels and [agritourism businesses](#)

INELIGIBLE BUSINESSES:

- Private/trade schools
- 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 prior to September 1, 2019
- Be a for-profit entity in good standing with the State of Maryland and Carroll County and registered with the state, if required to do so by law. 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 employees** are counted as working 30+ hours per week. Accordingly, grants will be awarded as follows:

- **Home-based business, not in a commercial/industrial zone, up to \$2,000**

- **Sole Proprietors/Businesses (located in a commercial/industrial zone) with less than two full-time equivalent employees, up to \$2,500***
- **Businesses with 2-10 full-time equivalent employees, up to \$5,000***
- **Businesses with 11-50 full-time equivalent employees, up to \$8,000***

(* – Business must be located in a commercial/industrial zoned district. **Restaurants only: can apply for up to 2x the grant amount based on your employment level.**)

(** – 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:

- Information technology upgrades and e-commerce programs
- Marketing
- Employee training
- Commercial cleaning
- Professional services
- Equipment or vehicle expenses
- Other COVID-19 or health-related expenses (Personal Protective Equipment (PPE), supplies, plexiglass shields, masks, etc.)

INELIGIBLE FUND USES include the following:

- Wages
- Lease or mortgage payments
- Utilities
- Insurance
- 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 submitted to request reimbursement.

Businesses may only receive one Carroll Rebound CRF grant. Businesses who have received previous local, state or federal COVID-19 financial support are eligible to receive the Carroll Rebound grant. The application and all documentation must be submitted online. **Applications will be accepted beginning June 24, 2020 at 3pm and ending October 7, 2020 at 5pm.**

Grants will be awarded based on need as described and documented in the application and **not** first-come, first-served until funding is exhausted.

REQUIRED DOCUMENTATION:

- Fully completed application
- 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>
- Maryland Professional License/Certification, if application (ie. licensed daycare, contractor, etc.)

- Provide a current Schedule C OR most recent equivalent documentation to demonstrate financial loss due to COVID-19 (profit & loss for the 1st quarters of 2019 & 2020)
- 2019 Payroll reports OR W2 forms to support employment requirement (for businesses with 2 – 50 FTE employees)
- Provide information on other grants applied to and/or awarded
- Submit a budget for proposed purchases OR Provide copies of paid invoices for reimbursement of prior 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 to use funds as approved by December 30, 2020
- Submit a W-9 for tax reporting
- Retain grant documentation on spending and agree to a county or federal audit if required

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 will prevent you from receiving a grant award.

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 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.

If you do not meet Carroll Rebound grant eligibility, please check the [Maryland Relief Wizard](#) for other potential funding opportunities. Also, the Carroll County Health Department is soliciting interested applicants who meet the criteria for reimbursement under the CARES Act, CRF Fund for limited Personal Protective Equipment supplies.

See <https://www.carrollcountymd.gov/media/11759/specifications-cares-act-crf.pdf>