



## COVID-19 SMALL BUSINESS EMERGENCY RELIEF GRANT PROGRAM

### ELIGIBILITY REQUIREMENTS AND APPLICATION GUIDELINES

#### MAXIMUM GRANT PER BUSINESS

- Maximum Grant Per Business: Up to \$10,000

#### ELIGIBILITY FOR BUSINESSES AND NOT-FOR-PROFITS

- Must be located in Talbot County; include a current utility bill showing the address of the business.
- Must have been in operation since January 2020.
- Must be in good standing in the State of Maryland.
- Must not be delinquent on any taxes for the years 2016, 2017, or 2018.
- Limited to organizations with 50 employees or less.
- Must demonstrate a loss of business revenue of at least 25% related to COVID-19 public health emergency.
- Must be used for expenses incurred between March 16, 2020, and December 30, 2020.
- Priority will be given to those businesses that have not already received state and/or federal aid including PPP and EIDL.
- Special or extraordinary circumstances may be considered when determining eligibility for funds.

#### INELIGIBLE BUSINESSES

Excluded business operations include real estate investment firms, firms involved in speculative activities, dealers of rare coins and stamps, firms involved in lending activities, pyramid sales plans, firms involved in illegal activities, gambling activities, charitable institutions other than 501(c)3 organizations, government-owned corporations, consumer and marketing cooperatives, and churches and organizations promoting religious objectives.

#### QUALIFYING EXPENDITURES

- Payroll expenses, excluding hazard pay.
- Rent or mortgage principal and interest payments; excluding property tax.
- Utility expenses, excluding municipal electric, gas, water, and sewer expenses.
- Business materials or inventory, excluding alcohol.
- Personal Protective Equipment (PPE) for employees and customers.
- Sanitizing supplies for use by employees and customers.





- Disinfecting equipment or services.
- Equipment related to improvement of business processes needed as a result of COVID-19; examples include touchless faucets and touchless point-of-sale system.
- Marketing services specifically related to COVID-19.
- Similar expenses that occur in the ordinary course of business.

## **APPLICATION PROCESS**

- Applications are available online at [talbotworks.org](http://talbotworks.org).
- Completed applications may be submitted online, by mail, and in person at the Talbot County Economic Development and Tourism, 215 Bay Street, Easton, MD 21601.
- Applications will be reviewed and ranked by the Talbot CARES Small Business Grant Task Force.

## **APPLICATION DOCUMENTS**

- Completed application form including name, address, phone number, EIN, business type, number of employees, and other business details.
- Description of the adverse impact of COVID-19 on business and evidence of business disruption.
- Explanation of how the funds will be used.
- Proposed budget for requested funds, including vendor name, address, and telephone number, goods and/or services to be purchased, and amount of purchase. May be quote or invoice, if available.
- Financial information:
  - ▶ 2019 and 2020 Profit and Loss Statements; comparative if available.
  - ▶ 2019 business tax returns, Schedule C, Form 990, or 2018 Profit and Loss Statement if 2019 tax return has not been filed.
  - ▶ Business plan showing revenue and expenditure projections for new businesses that have not yet filed tax returns.
  - ▶ W-9 IRS Form.
  - ▶ Other pertinent financial data.
- Certification under penalty that all information is correct.

## **FINAL REPORT**

- Final report due 60 days after receipt of funds.
- Must include letter that explains how money was spent, including a list of expenditures, as well as the business progress achieved.
- Must include supporting documentation of expenditures such as copies of invoices and cancelled checks.
- Additional documentation may be required for verification of expenditures.
- Final report subject to audit.

Online applications are available at [talbotworks.org](http://talbotworks.org). For more information, contact Cassandra M. Vanhooser, Director, Talbot County Department of Economic Development and Tourism at 410-770-8000; email [cvanhooser@talbotcountymd.gov](mailto:cvanhooser@talbotcountymd.gov).