

COVID-19 Grant Relief Program

The Dorchester County Council approved a third round of the COVID-19 Grant Relief Program. Funding priority will be given to businesses who have not received any federal, state or county economic assistance at the time of their application. The remaining applications who have received other COVID funding will be reviewed on a first come first serve basis.

Applications are available online at www.ChooseDorchester.org and must be completed and submitted by **October 15, 2020**. Paper applications are available Monday through Friday (8:30-4:30) from the Dorchester County Economic Development Office located at the Eastern Shore Innovation Center, 104 Tech Park Drive in Cambridge.

About

The COVID-19 Grant Relief Program is a fund established to help Dorchester County's small businesses harmed by the coronavirus pandemic. Grants will be given in 3 tiers based on the business' gross income.

0-\$50,000 Gross Income – \$5,000 grant

\$50,000-\$100,000 Gross Income – \$7500 grant

\$100,000 + Gross Income – \$10,000 grant

Grant Terms & Use of Funds

Dorchester County will provide small business with funding relief for qualifying expenditures including: Payroll; rent or mortgage; operating expenses; inventory acquisition; working capital; personal protective equipment; and/or sanitizers.

Funds cannot be used for capital improvements or personal expenses or to cover expenses already accounted for in the budget. A grant report is due 60 days after receipt of funding. All grant funds must be returned to the county if a business fails to reopen.

Eligibility

To qualify, small businesses must:

COMPLETE ALL SECTIONS OF APPLICATION

Be a for-profit or non-profit that meets certain criteria

Have 50 or fewer employees

Demonstrate a loss of revenue and disruption due to COVID-19

Have been in operation prior to February 1, 2020

Be in good standing with the State of Maryland, and registered if required by law

Not currently be in default on any loans from Dorchester County or delinquent on any taxes owed Dorchester County

NON-PROFIT ELIGIBILITY

Must have had continuous non-profit standing with the Federal Government for 3 or more years and have an established location in Dorchester

Non-Profits must meet one of the following criteria:

- Increase local job opportunities
- Have 1 full-time paid employee
- Provide support services to local businesses
- Promote Tourism
- Support Business Retention
- Expansion/Promotion of Arts and Entertainment

investment real estate firms; financial institutions; government agencies; and new business ventures are not eligible.

How to Apply – Instructions & Required Documents

Qualifying businesses must complete a two-page application and email, mail or drop off to along with the following attachments:

2019 W3 IRS Form

2019 Tax Return, Schedule C or 990-N

2019 W-9 IRS form

Profit and Loss Statement-Monthly operating expenses and revenues for 2020 relative to 2019*

Delivery Instructions

By E-mail: info@ChooseDorchester.org

Mail/Deliver:

COVID-19 Grant Relief Program
c/o Dorchester County Economic Development Office
104 Tech Park Drive
Cambridge, MD 21613

Application Review & Approval

Applications will be date and time stamped when received electronically or in person. All fields in the application must be completed and required documents attached in order to be considered.

Businesses from Round 1 & Round 2 will receive backfill funding based on the new criteria for Round 3. Please do not reapply if you received funding in the previous grant rounds. **The Economic Development Office will contact you.**



Instructions - Please read and review all content carefully before submitting. All sections of the application **must be completed** or will not be considered.

GRANT APPLICATION FORM

Section 1

Company/Business Section:

Date: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Postal Address (if different): _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____ Mobile: _____

Email: _____

Nature of Business: _____

Owner(s) Name: _____

Taxpayer Identification Number (TIN): _____

Business Premises: Owned Rented Mortgaged

Details of Ownership: Sole Trader Partners LLC Non-Profit Corp

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155

www.ChooseDorchester.org



Section 2

Application Questions:

- 1. Does your business have between 1-50 employees? Yes No How many? _____
- 2. Was the business established before February 2020? Yes No
- 3. What date was your business founded? _____
- 4. Is your mailing address different from your physical address? Yes No

Address _____

5. Have you applied for Federal Assistance and how much did you receive?
 Yes No \$ _____

6. Have you applied for State Assistance and how much did you receive?
 Yes No \$ _____

7. Who is the primary contact for your business? _____

8. What is your business 6-digit NAIC Code? _____

9. Do you have any outstanding judgments? Yes No

Please explain _____

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155

www.ChooseDorchester.org



12. Do you have any delinquent taxes? ____ Yes ____ No

Please explain _____

13. Are you in good standing with the state and county? ____ Yes ____ No

14. Please give narrative of business disruption: _____

15. How will the grant funds be used?

Please explain _____

Section 3

Application Documents:

2019 W3 IRS Form

2019 W9 IRS Form

2019 Tax Returns, Schedule C, or 990-N

Profit & Loss Statement--Monthly operating expenses and revenues for 2020 relative to 2019

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155

www.ChooseDorchester.org



Section 4

Affirmation and Certification:

I affirm and certify that all the information and answers to questions herein are complete, true and correct to the best of my knowledge. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void and will be cause for rejection.

Signature: _____ Date: _____

Title: _____

Section 5

Final Report

A final report is due 60 days after receipt of funding. Please include a narrative explaining the use of funds with a list of expenditures along with any other supporting documents. Additional documentation may be required.

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155

www.ChooseDorchester.org



Section 6

Survey Questions:

How many full-time employees did you have before _____ during _____ and after _____ COVID?

What best describes your industry?

(Please Choose One)

- Agriculture, Forestry, Fishing, and Hunting
 - Utilities
 - Construction
 - Manufacturing
 - Wholesale Trade
 - Retail Trade
 - Transportation and Warehousing
 - Information and Cultural Industries
 - Professional, Scientific and Technical Services
 - Administrative and Support, Waste Management and Remediation Services
 - Educational Services
 - Health Care and Social Assistance
 - Arts, Entertainment and Recreation
 - Accommodation and Food Services
 - Other Services (except public admin), please specify
-

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155
www.ChooseDorchester.org



Today, what is your general view of the COVID-19 impact on Local health?

No Response Minimal Moderate Significant

Today, what is your general view of the COVID-19 impact on the Global economy?

No Response Minimal Moderate Significant

Today, what is your general view of the COVID-19 impact on the Local economy?

No Response Minimal Moderate Significant

Has COVID-19 impacted your business?

Yes No Unsure

If Yes, how?

(Please select all that apply)

- We are seeing a reduction in revenues/sales
- We are experiencing employee absences due to voluntary self-quarantines
- We are experiencing employee absences because we're encouraging them to work from home –but staff are still working
- We are experiencing employee absences because they must look after children (whose schools have closed) or loved ones who are ill
- We have reduced our staff due to the difficulties of running the business due to loss of customers or other reasons
- We are experiencing disruptions in the services/supplies/material we depend on to our business (i.e., imported products, contractor availability, other services etc.)
- We are experiencing cancellations of important meetings, gatherings or events that we depend on
- We have had to cancel our own meetings, gatherings or events
- We have had to temporarily/indefinitely shut down our office(s)

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155

www.ChooseDorchester.org



- We are postponing or canceling staff travel
 - We are unable to move or ship our own goods due to disrupted supply chains
 - We are experiencing a decrease in demand for products and services
 - We are experiencing an increase in demand for products and services
 - Heightened public fear/caution is causing customers to avoid our location or services
 - Other, please explain
-

If COVID-19 is reducing your revenues/sales, by how much?

___ No Response ___ 1-10% ___ 11-20% ___ 21-30% ___ 31-40% ___ 41-50% ___ Over50%

In response to COVID-19, do you plan to do any of the following?

Remap/re-source supply chain

___ No Response ___ Not likely ___ Somewhat likely ___ Very likely ___ Certain

Change customer marketing and sales efforts

___ No Response ___ Not likely ___ Somewhat likely ___ Very likely ___ Certain

Curtail general burdens/expenses

___ No Response ___ Not likely ___ Somewhat likely ___ Very likely ___ Certain

Increase Debt

___ No Response ___ Not likely ___ Somewhat likely ___ Very likely ___ Certain

Certain Reduction of workforce

___ No Response ___ Not likely ___ Somewhat likely ___ Very likely ___ Certain

Cancel or curtail business travel

___ No Response ___ Not likely ___ Somewhat likely ___ Very likely ___ Certain

DORCHESTER COUNTY ECONOMIC DEVELOPMENT OFFICE

104 Tech Park Drive, Suite 41 | Cambridge, MD 21613 | (410) 228-0155
www.ChooseDorchester.org