

SAMPLE -- For Informational Purposes Only - Applications Must be Submitted Using the Online Application Process When It Becomes Available.

Public Health Emergency Grant Program Application

*Applicant Business Name:

*Address:

*Phone:

*Applicant Business President/CEO/Owner Name:

*Contact Email:

Other contact:

Title:

Other contact email:

*Please indicate if:

___ The business has its physical business location(s) only in Montgomery County; or

___ The business has physical business locations both in and outside of the County, but the County based location(s) accounts for over 50% of the business's total number of employees, or over 50% of the business's gross sales.

*Type of Business Entity: LLC Corporation Partnership Sole Proprietor Non-Profit

Other:

*Year Established:

*Industry:

*Federal Tax ID number:

*Number of Employees as of January 31, 2020: Full-time Part-time *Number of

Employees at Date of Application: Full-time _____ Part-time _____

Are these employees still working? Yes No

*Have your payroll expenses been reduced since January 31, 2020? Yes No (by \$_____/month)

*Has your rent or lease payment been deferred? Yes No (by \$_____/month)

*Has your rent or lease payment been waived? Yes No (by \$_____/month)

Name of Landlord: _____

Do you have capital reserves? Yes No (If yes, how many months of operating expenses could your capital reserves cover?)

*Is your business still open/operating? Yes No

If not, do you plan to reopen? Yes No

County funding may be an insufficient bridge to reopening or a fully functioning business. Our goal is to help as many as possible get through this crisis; therefore, we are encouraging you to also apply for federal and state programs. Information on these programs may be found at <https://montgomerycountymd.gov/HHS/RightNav/Coronavirus-biz.html>.

*Have you (or do you plan to) applied for State or Federal funding assistance? Yes No

If no, why not? _____

Which program(s)? (Check all that apply.)

- MD Small Business COVID-19 Emergency Small Business Relief Grant
- MD Small Business COVID-19 Emergency Relief Loan
- MD COVID-19 Layoff Aversion Fund – Workforce Development/Adult Learning
- MD COVID-19 Emergency Relief Manufacturing Fund
- SBA Economic Injury Disaster Loan Assistance (EIDL)
- SBA Emergency Economic Injury Grant
- SBA Paycheck Protection Program
- SBA Small Business Debt Relief Program
- IRS Employee Retention Tax Credit
- IRS Delay of Payment of Employer Payroll Taxes
- Other: _____

*Have you received any funding from any of these sources? Yes No

If so, how much total funding? _____

Your application for, or receipt of, these funds does not disqualify you from receiving County funds, although funds should not be used for the same purposes.

*Intended Use of County Grant Funds:

Wages/benefits _____ %

Rent _____ %

Taxes _____ %

Debt/expenses _____ %

Utilities _____ %

Inventory % Other %

Describe other: _____

Total: _____ **100%**

Equipment/software for employee Telework needs: \$ _____ (total cannot exceed \$2,500)

Briefly describe how this public health emergency has caused financial stress or disrupted the applicant businesses' operations (examples include: notices from tenants closing and not paying rent; inability to make payments due to reduced sales or suspended operations; increased costs due to COVID-19 preventative measures; etc.):

*In order to establish an average baseline of revenues, upload at least 2 of the following required documents that have been signed or have proof of electronic signature (indicate which documents you are including):

Tax Return 2019 (or 990, or Financial Statements for religious organizations) – if filed

Tax Return 2018 (or 990, or Financial Statements for religious organizations)

Tax Return 2017 (or 990, or Financial Statements for religious organizations)

Interim Profit & Loss Statements if applicant business is less than 2 years old (and any Tax Return the business filed with the IRS) – 2019

Interim Profit & Loss monthly statements (if applicant business is less than 2 years old) - 2020

2019 Profit and Loss Statement (if applicant business is less than 2 years old)

Schedule C from your Personal Tax Returns (for Sole Proprietors) 2018

Schedule C from your Personal Tax Returns (for Sole Proprietors) 2017

*In order to determine the financial loss experienced due to the public health emergency, please upload these Required Documents:

Interim Monthly or Quarterly Financials (Profit & Loss Statements) for Calendar Year 2020, Monthly or Quarterly Sales Tax Filings for Calendar Year 2020, or 2020 Bank Statements for businesses with fewer than 5 employees*

Articles of Incorporation or Articles of Organization* (except for Sole Proprietors)

Provide Invoice or Quote for Telework equipment or software, if requesting funds

Applicant Businesses must be Registered and In Good Standing with the State of Maryland to receive assistance. (Not applicable to sole proprietors and other types of businesses not required to register with the State of Maryland.)

NOTE: Your financial information is kept confidential. If you are awarded a grant from the County, that becomes public information.

By typing your name below and submitting this application, you certify under penalty of perjury that this application and all other information furnished now or in the future to Montgomery County are and shall be true and complete.

Name of Applicant Owner/President/CEO:

Name of Applicant Business: