



Town of Emmitsburg

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Dear Emmitsburg Businesses,

The Town of Emmitsburg recognizes the struggles and challenges our small businesses are facing during this disruptive pandemic. In response to this disaster, the Town of Emmitsburg is announcing a C-19 Emergency Micro-Grant. This micro-grant has been created to support existing businesses with total remaining funding of \$30,000 for the emergency funding program. The Town will award a grant with no repayment due to those who have been impacted by the COVID-19 restrictions placed on businesses, and meet the criteria and are within the town limits. Round 2 of the C-19 Emergency Micro Grant is now open. Based upon the number of applications received, the remaining \$17,000 will be distributed evenly to all eligible businesses that meet the criteria, not to exceed \$1,000. Nonprofits, churches, banks / financial institutions, investment, real-estate entities, chains/franchisees, and government agencies are not eligible to apply.

Eligible uses for the funds:

Rent payments, mortgage payments, utilities, regular overhead costs, and any operating expenses incurred after April 1, 2020. This micro-grant may not be used for any accrued debt or expenses before April 1, 2020.

Criteria for Businesses:

- Demonstrate a loss of business revenue of 10% or more related to COVID-19;
- Must have a physical location (storefront/office/shop, etc.) within the Town of Emmitsburg, Maryland limits;
- Home based businesses / sole proprietorships must have obtained a valid Occupancy Permit from the Town of Emmitsburg as of March 1, 2020;
- Have no more than 30 employees;
- Must be a registered business entity in good standing with the State of Maryland;
- Have no pre-existing tax liens or legal judgements;
- Your business was impacted by the COVID-19 Maryland's State of Emergency business mandates; and

This funding can be combined with other funding sources such as the CARES Act, tax credit programs, state grant or loan programs.

Application Overview:

All applications received will be evaluated based on the mandated criteria and supporting documentation. Applications must be emailed to zgulden@emmitsburgmd.gov. If you cannot email the application please mail to the Town of Emmitsburg, 300A South Seton Avenue, Emmitsburg, MD 21727 and call the Town Office at 301-600-6300 once you have mailed the documents. Applications must be received by **October 21, 2020 at 2:30 PM.**

Supporting Documentation:

1. Revenue reports from August 2019, August 2020, September 2019, and September 2020

(QuickBooks, documentation from your bookkeeper/accountant);

2. Copy of current Business License; and
3. Proof of "Good Standing" from the State of Maryland

(Click this link to take you to the site. You do not have to purchase a letter of good standing)

Go to: <https://egov.maryland.gov/businessexpress>

This will take you to a screen that will ask you for the name of the business. This will take you to a screen where your name is displayed. Click the business name and this will take you to a screen that will show if you are in good standing. You can print that page or do a print screen to validate your standing for the applications. You do not have to purchase a copy for this application. If you have not used this site in the past it may ask you to create a login.

Notification of Approval:

Applicants will be notified of their approval/denial within 15 business days of the deadline to submit applications. You will receive an email for the status of your application once a determination has been made. If your application was submitted by US Mail, you will receive a phone call and a US Mailed letter to inform you of your determination.

After you Receive the Funds:

You will not be required to complete any report once you have received the check. Once you receive the check, the grant process will be completed.

You may also access this letter and the application online at:

<http://www.emmitsburgmd.gov/government/covid19smallbusiness.php>

The Town of Emmitsburg strives to support our local businesses and place high value on the importance each of you bring to this community. You are the backbone of our community and a lifeline to many nonprofit organizations. Thank you for your investment in the Town of Emmitsburg, because each of you provide a better quality of life and place for our residents, future residents, and new businesses.

Thanks for all you do!