

PLEASE READ CAREFULLY - NEW GRANT GUIDELINES.

Garrett County Business Development

FY 2025 Small Business Marketing Grant Program – ROUND 1



INSTRUCTIONS AND GUIDELINES (FY 2024 GRANT RECIPIENTS ARE NOT ELIGIBLE TO APPLY IN ROUND 1):

Purpose: To aid in the promotion of small, non-agriculture businesses **with 25 or fewer employees** based in Garrett County, Maryland.

Eligible Applicants: For-profit, non-agriculture businesses **with 25 or fewer employees** and with a physical location in Garrett County, Maryland. Home-based businesses and independent contractors are not eligible to apply.

Applicant must be **in good standing** with the State of Maryland and Garrett County Government, and have a current Garrett County Business License, if required by law.

Maximum Award: Grants of up to \$1,000 each may be awarded to fund up to 90% of the costs of each project. Applicant **must** contribute at least 10% of the total project costs. Applicant **will not** be eligible for multiple awards during any given fiscal year. Other restrictions may apply at the discretion of the Garrett County Department of Business Development.

Grant funds are subject to availability of funds. Grants will be awarded on a first-come, first-served basis.

Eligible Costs (subject to approval):

- Signage and banners
- Print, digital, and radio advertising
- Business cards, brochures, and rack cards
- Website revamps or updates
- Business organization membership (i.e., Chamber of Commerce, GGBA, GOBA, GFBA, etc.)
- Promotion **GIVEAWAY** items (promo items **cannot** be sold for profit)

Application Process: The following documents **must** be submitted to Kim Durst, Manager of Business Development, Garrett County Business Development, via email at kdurst@garrettcounty.md.gov or mail to 203 South Fourth Street, Room 208, Oakland, MD 21550, **AND** accepted **before** the grant application will be considered complete:

- Completed and signed application
- Proof of number of **current** FTE employees, including names, positions, and hours worked per week
- Completed and signed IRS W-9 form
- Completed vendor information request form
- Copy of current business license, if required by law
- Screenshot of **good standing** confirmation from the Maryland Department of Assessment and Taxation website

Applicant **must** receive written notice of grant approval **prior to** incurring any expenses. Applicant **will not** be reimbursed for any expenses incurred **prior to** the grant approval date. Notice of grant approval will be sent via email to the email address listed on the application.

Applicant **will only be reimbursed** for costs associated with the items listed on the application. If Applicant decides to purchase items other than those listed on the application, **prior written approval must be obtained prior to purchase**. If Applicant does not request and receive prior written approval to purchase items other than those listed on the application, grant funds for reimbursement for those items will be forfeited.

Questions should be directed to Kim Durst at (301) 334-1992 or kdurst@garrettcounty.md.gov.

Grant Disbursement:

The following **must** be submitted to Kim Durst, Manager of Business Development, Garrett County Business Development, via email at kdurst@garrettcounty.md.gov or mail to 203 South Fourth Street, Room 208, Oakland, MD 21550, **no later than 90 days following notice of grant approval**, or the grant funds will be forfeited:

- Copies of invoices showing the full cost and number of items purchased with grant funds
- Photos or screenshots of all items purchased
- Copies of canceled checks or credit card receipts for all items purchased with grant funds

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Garrett County Business Development
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Contact Information: _____ Date _____

Applicant Business: _____

Contact Name and Title: _____

Contact Signature: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____ No. of Employees: _____

Your Project:

Detail how grant funding will be spent (**see cover page for list of eligible purchases**).

Receipts and proof of payment for all items listed below **must be received within 90 days** of written grant approval or grant funds will be forfeited.

You **will only be reimbursed** for costs associated with the items listed below. If you decide to purchase items other than those listed below, **prior written approval must be obtained before purchasing those items**. If you do not request and receive prior written approval to purchase items other than those listed below, grant funds for the purchase of those alternate items will be forfeited.

Item(s) to be Purchased	Estimated Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Project Costs: \$ _____

Grant Funds Requested (*no more than \$1,000*) \$ _____ %

My Contribution (*at least 10% of total project costs*) \$ _____ %

How will this project help your business?

Return completed application, with all required attachments, to:

Kim Durst, Manager of Business Development, Garrett County Business Development, via email at kdurst@garrettcounty.md.gov or mail to 203 South Fourth Street, Room 208, Oakland, MD 21550.