

PLEASE READ CAREFULLY - NEW GRANT GUIDELINES

Garrett County Business Development FY 2026 Agriculture Marketing Grant



FY 2025 AGRICULTURE MARKETING GRANT RECIPIENTS ARE NOT ELIGIBLE TO APPLY IN FY 2026.

Purpose:

The Agriculture Marketing Grant Program is designed to assist local agriculture businesses in Garrett County, Maryland, by helping fund marketing and promotional efforts that improve visibility, attract new customers, and grow business operations.

Grant Overview:

- **Maximum Grant Amount:** \$1,000
 - **Required Match:** Minimum of 10% of the total project cost
 - **Grant Type:** Reimbursement only — purchases must be made **after** written grant approval and within specified timelines.
 - **Taxable Income:** Grant awards are taxable as income. Grant recipients will receive a 1099 at the end of the calendar year in which the grant is awarded.
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Eligibility Requirements:

Eligible applicants must meet **all** the following criteria:

- Be a farm, farm business, farm-related business, or farm-related organization or association based in Garrett County, Maryland.
 - Be a registered business **in good standing** with the State of Maryland and Garrett County Government, if required by law.
 - Hold a **current business license**, if one is required for your business type.
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Eligible Marketing Expenses:

- Website development or redesign (including e-commerce integration)
 - Digital marketing (e.g., social media ads, Google ads)
 - Print advertising (e.g., newspaper, magazines, mailers)
 - Radio or television advertising
 - Graphic design for branding or promotions
 - Signage, banners, or other promotional materials
 - Farmers Market display items, i.e., canopies, tables, tablecloths, etc.
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Ineligible expenses include:

- Items or services purchased **before** grant approval
- Sponsorships
- Marketing materials created in-house
- Marketing materials purchased from another company owned by the applicant or the applicant's owners
- Operating expenses not directly tied to marketing
- Salaries or wages
- Travel, meals, or entertainment
- Personal or household expenses
- Employee uniforms
- Equipment purchases
- Any other expenses not listed in "Eligible Marketing Expenses" above

Program Rules and Requirements:

- Applicant must **submit a completed application** (including a completed and signed IRS W-9 form and vendor information request form) **and receive written grant approval before** making any purchases. **Incomplete applications will be denied.**
- All approved marketing purchases **must be completed within 30 days** of written grant approval. **Failure to comply will result in forfeiture of the grant.**
- Proof of purchases (**itemized receipts/invoices**) and payments (**credit card receipts or fronts/back of canceled checks**) **must be submitted within 30 days** of written grant approval. **Failure to comply will result in forfeiture of the grant.**
- Grant funds will be disbursed **as a reimbursement** after documentation is received and verified, and only if all grant requirements are met.
- An applicant **is not eligible** for multiple awards during any given fiscal year.
- Grant funds are subject to availability of funds.
- Grants will be awarded on a first-come, first-serve basis.
- The grant program for any given fiscal year will close once available grant funds have been exhausted.
- FY 2025 Agriculture Marketing Grant recipients **are not eligible** to apply in FY 2026.

Application Process:

1. **Submit Application**
 - Describe marketing materials to be purchased.
 - Provide cost estimates or vendor quotes.
 - Document at least 10% matching funds.
 - Include a summary of **all** employees (e.g., employees' names, job titles, and average number of hours worked per week).
 - Include business license (if required) and verification of good standing from the Maryland Department of Assessments and Taxation.
 - Include completed and signed IRS W-9 form.
 - Include completed Vendor Information Request form (applicant is the vendor).
2. **Review and Approval**
 - Applications are reviewed on a rolling basis.
 - Applicants will be notified in writing of approval status.
3. **Make Approved Purchases**
 - Purchases must be made **within 30 days** of written grant approval. **Failure to comply will result in forfeiture of the grant.**
4. **Submit Documentation**
 - Submit proof of purchases (**itemized invoices/receipts**) and payments (**credit card receipts or fronts/back of canceled checks**) for reimbursement **within 30 days** of written grant approval. **Failure to comply will result in forfeiture of the grant.**
5. **Receive Reimbursement**
 - Reimbursement will be provided for **approved expenses only** up to 90% of \$1,000.

Contact Information:

Kim Durst
Manager of Business Development, Garrett County Department of Business Development
PH:(301) 334-1992 | Email: kdurst@garrettcountymd.gov.

PLEASE READ CAREFULLY - NEW GRANT REQUIREMENTS

**Garrett County Business Development
FY 2026 Agriculture Marketing Grant Program**



Contact Information: _____ Date _____

Applicant Business: _____

Contact Name and Title: _____

Contact Signature: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____ #of Employees: _____

Project:

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

All purchases must be made **within 30 days of grant approval**. Proof of purchases (**itemized invoices/receipts**) and proof of payments (**credit card receipts or fronts/back of canceled checks**) **must** be submitted to kdurst@garrettcounty.md.gov within **30 days of grant approval**. **Failure to comply will result in forfeiture of the grant.**

Applicant **will only be reimbursed** for costs associated with the items listed below, and **only** if all grant requirements are met.

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.