



COVID 19 – CARES ACT
BACK IN BUSINESS CONDITIONAL MICROGRANT PROGRAM
■ ROUND TWO

The City of Frederick COVID 19 Back In Business Conditional Microgrant Program is designed to financially assist City-based small businesses that have been substantially impacted by the COVID-19 pandemic. Funding for this program is through the City of Frederick Department of Economic Development GROW Fund utilizing funds from Federal CARES Act through the State of Maryland and Frederick County.

PROGRAM OVERVIEW

- Initial Program funding is \$255,000
- Round Two applications will be accepted through an online portal from Thursday, October 8, 2020, 3:00 PM through Friday, October 16, 2020, noon.
- Conditional grant awards will be announced by October 21, 2020. Disbursement of funds may take up to 15 business days from receipt of additional required documentation.
- Any eligible small business may apply and City DED staff are available to assist with application process. Disadvantaged Business Enterprises (DBE’s) are encouraged to apply.
- These conditional GROW microgrant awards are not loans and have no repayment due provided program terms have been met.
- All conditions must be met for grant disbursement. Award recipients may be audited.
- Conditional grant funds shall be used on the following items:
 - Commercial rent or mortgage payments for the business location
 - Commercial equipment/supplies needed to address safe COVID19 operations
 - Commercial utilities for the business location (such as water, sewer, electricity, etc.)
- Conditional grant funds must be expended by December 30, 2020.
- Conditional grant amounts are based on business size and will be awarded on a random lottery system from the pool of applicants.

Business with No Employees Microgrant (\$30,000 for a total 30 Grants)

- Sole business-owner with no employees
- Award amount = \$1,000

Business with Employees Microgrant (\$225,000)

- Small businesses with 1 – 50 employees (calculated as Full Time Equivalents - FTE’s)
- Award Amounts = \$1,200 to \$11,000 depending on number of FTE’s
 - Base award amount = \$1,000
 - Additional award per employee = \$200 (maximum add’l award of \$10,000)

Examples	Business A	Business B	Business C
# of Employees (FTE’s)	1	15	25
Base Award	1,000	1,000	1,000
Add’l Award (FTE x \$200)	200	3,000	5,000
Total Award	\$1,200	\$4,000	\$6,000



COVID 19 CARES ACT- BACK IN BUSINESS CONDITIONAL MICROGRANTS

MICRO GRANT CONDITIONS ELIGIBILITY:

- Must have been an established business or non-profit entity in the City of Frederick prior to July 1, 2019
- Must have a physical location in the City of Frederick at which 50% or more of business operations and employees are based.
- Must be open for business on or before July 1, 2020 unless Governor's Executive Order prevented the business opening – ex. Theaters, etc.
- Must be registered as a Business In Good Standing with the State of Maryland and be in good standing with Frederick County and the City of Frederick.
- Must have no more than 50 employees (FTE's) as of March 13, 2020
- Must have experienced a revenue loss related to COVID-19 in July 2020 compared to July 2019.
- Must only spend funds on eligible items
- Must provide DUNS # prior to grant award.
- Must be registered on sam.gov and provide SAM's # prior to award; must not be debarred or suspended by the Federal government.

The following entities are NOT eligible for this program:

- Home-based businesses or food trucks
- Banks & financial institutions
- Government agencies
- Investment real-estate entities

Application and Review:

- Application for the program is available online only at:
<https://www.businessinfrederick.com/FormCenter/Conditional-Grant-Applications-7/Back-in-Business-Conditional-Microgrant--53>
- Within the application, you will be offered the opportunity to input your email address to have a copy of your completed application form sent to you. The application platform also offers the ability to save a form in progress to complete the application later. Successfully completed applications will display a final confirmation page. If you do not reach a confirmation page, please contact the Department of Economic Development at business@cityoffrederickmd.gov.

Additional Information:

Prior to disbursement of grant award, awardees will be required to sign Back In Business Grant Award Agreement Form, complete the Back in Business Expense Substantiation Form and produce receipts & proof of payment.

- Awardees consent to be included in marketing and promotional materials. Awardees will agree to report basic employment and business data for up to 2 years after the grant is issued to help the program track progress & success.

Questions? Contact The City of Frederick - Department of Economic Development at 301-600-6362 or business@cityoffrederickmd.gov for additional information.