



Highlandtown COVID Business Relief Fund (CBR)
PROGRAM GUIDELINES & APPLICATION

COVID BUSINESS RELIEF FUND DESCRIPTION

The Highlandtown COVID Business Relief Fund (CBR) provides grants between \$3,000-\$6,000 to business owners in the Highlandtown Main Street district (HMS) to support business operational costs and implementation of safety measures due to COVID. CBR is administered by the Southeast CDC.

The application process is competitive and decisions are based on the financial need of the applicant. Applicants must provide all requested materials for review. Applications are reviewed and approved by committee.

ELIGIBILITY

The Highlandtown COVID Business Relief Fund provides relief to businesses impacted by COVID. Impacts could include, but are not limited to:

- Making rent or mortgage payments.
- Maintaining payroll and/or retaining employees during business disruptions or substantial shutdowns OR providing paid sick leave to employees unable to work due to the direct effect of the coronavirus.
- Purchasing PPE or spending on safety measures to reduce the spread of COVID-19.
- Increased cost for business materials due to interrupted supply chains.
- Paying outstanding bills that cannot be met due to revenue losses from COVID-19 (examples: business loans, utilities, internet, other).

FUND DETAILS

- One-time grant award of \$3,000 - \$6,000 with no repayment due
- Limited to one award per business entity
- Must have a physical establishment in the Highlandtown Main Street District (see map)
- Must be a registered business entity in good standing with the State of Maryland
- Must demonstrate financial impact to business due to COVID
- The following entities are NOT eligible:

Home-based businesses
Churches
Non-profit organizations
Banks & financial institutions

Investment real-estate entities
Food trucks
National franchises
Government agencies
Contractors/construction

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS

1. Application

Applications will be due **Wednesday, April 14, 2021, at 5pm**. You can submit your application electronically via www.ihearthighlandtown.com OR drop off a paper copy in the mailbox outside the Southeast CDC office at 3323 Eastern Ave, Suite 200 (black mailbox located on Highland Ave side of building).

The following documents must be submitted with this application:

- Proof of good standing with the State of MD is required
Print screen shot from the website: <https://egov.maryland.gov/BusinessExpress/EntitySearch>
- Completed application (2 pages)
- 2019 Tax Returns
- 2019 Sales Reports or Profit/Loss Statement (by quarter)
- 2020 Sales Reports or Profit/Loss Statement (by quarter)
- Complete W-9
For a blank form visit: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

***Other items may be requested throughout the application process and before grants are awarded.
Submission of an Application is not a guarantee of funding.***

2. Application Review & Selection

This is a competitive grant process and applications will be reviewed and approved by a review committee. Awards will be based on need and impact by COVID. Applicants will be notified by the Highlandtown Main Street Manager in April/May 2021.

3. Project Schedule/Payments

Once awarded, a DocuSign agreement will be emailed to each awardee to sign.

Once signed, a check will be sent to the business.

Applicants may receive a follow up survey to report how they spent their funding.

APPLICATION ARE DUE WEDNESDAY, APRIL 14, 2021 at 5 PM

Applications can be submitted electronically at www.ihearthighlandtown.com

or a paper copy may be delivered to:

ATTN: Highlandtown Main Street

Southeast CDC

3323 Eastern Avenue, Suite 200, Baltimore, MD 21224

****BLACK MAILBOX IS ON HIGHLAND AVE SIDE OF BUILDING****

HIGHLANDTOWN MERCHANT RENOVATION FUND APPLICATION PAGE 1

BUSINESS OWNER INFORMATION

Business Common Name _____ Business LEGAL Name _____

Business Address _____

Business Owner Name _____

Business Owner Phone _____ email _____

Approximate date your business opened _____

Business Legal Structure (circle one): LLC Corporation Sole Proprietor Other _____

Business Website _____

Business Sector (circle one): Restaurant Retail Service Barber/Salon Other _____

Describe your business. What product does your business sell or what service does it provide?

BUSINESS COVID IMPACT

1. Describe how your business hours of operation are currently impacted due to COVID (circle one):

No change in hours Partially Open/Reduced Hours Increased hours Closed

2. How many employees did you have BEFORE COVID?

Full Time _____ Part Time _____

3. How many employees do you currently employ?

Full Time _____ Part Time _____

4. Please share your average monthly business expenses for the following:

Mortgage/Rent \$ _____ Utilities \$ _____ Payroll \$ _____

5. Please complete the table for business sales for 2019 and 2020

(Attachments of your 2019 and 2020 Sales Reports OR Profit/Loss Statements will be requested. If your business opened in 2020, please attach Profit/Loss Statements for all quarters you were in business/ open).

YEAR	QRT 1 Sales (Jan/Feb/Mar)	QRT 2 Sales (Apr/May/Jun)	QRT 3 Sales (Jul/Aug/Sep)	QRT 4 Sales (Oct/Nov/Dec)
2019				
2020				

6. Have you received any COVID Relief Funds? Please circle all that apply:

PPP EIDL BDC Recovery Grant Round 1 BDC Recovery Grant Round 2 BDC Restaurant Grant Other _____

What total dollar amount (approximate) did you receive in recovery funds: \$ _____

FUNDING USE

7. What will the funding be used for?

Please check all that apply and provide a detailed written description below about the specific costs.

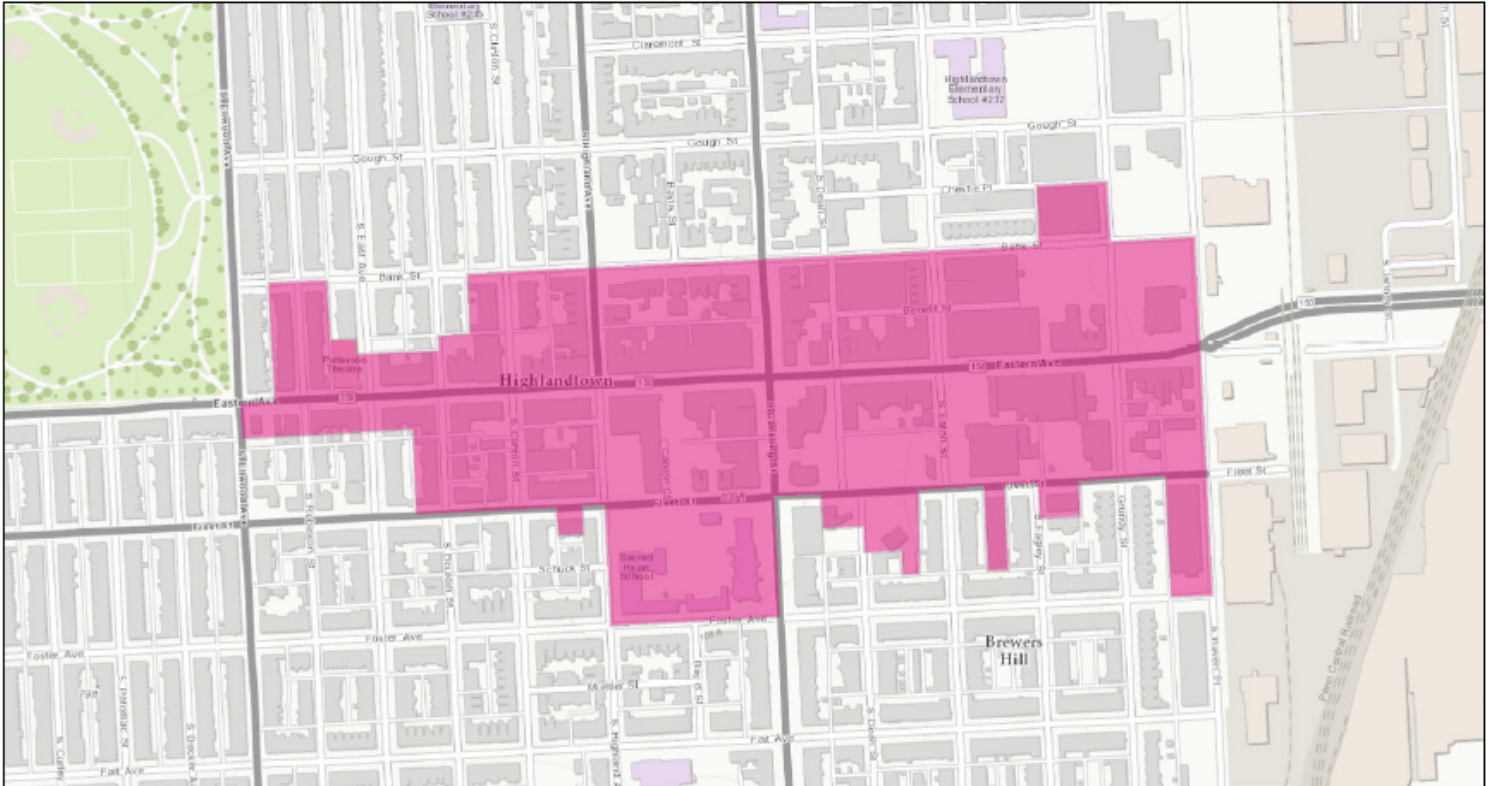
- Rent/mortgage
- PPE or spending on safety measures to reduce the spread of COVID-19
- Payroll/paid sick leave for staff
- Increased cost for business materials due to interrupted supply chains
- Other _____

8. If there are circumstances relating to your business' financial impact not shared above, please describe below or attach a letter or other files as needed.

APPLICATION ATTACHMENTS

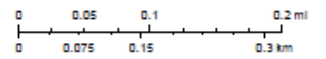
- Completed Application Form (2 pages)
- Proof of good standing with the State of MD
(screen shot from the website: <https://egov.maryland.gov/BusinessExpress/EntitySearch>)
- Completed W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 2019 Tax Returns
- 2019 Sales Reports OR Profit/Loss Statements (by quarter)
- 2020 Sales Reports OR Profit/Loss Statements (by quarter)

Highlandtown Main Street Boundaries Map



July 14, 2018

1:4,514



Source: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBasis, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, Mapbox India, © OpenStreetMap contributors, and the GIS User Community