



CHARLES COUNTY RESTAURANT RELIEF GRANT PROGRAM

Frequently Asked Questions

1. What Grant Funds are available?

BUSINESS TYPE	GRANT AMOUNT
Full-Service Restaurants	Approved applicants will receive a minimum of \$10,000 . Businesses with 10 or more full time equivalent (FTE) employees may receive up to \$20,000 depending on size and availability of funds.
Limited-Service Restaurants	
Caterers	
BUSINESS TYPE	GRANT AMOUNT
Snack and Nonalcoholic Beverages (Carry Out)	Approved applicants will receive \$5,000
Mobile Food Service	
Brewery / Distillery (tap room)	

2. Is there a deadline to apply?

Yes. Applications will be accepted between Monday, November 9, 2020 at 9 a.m. and Monday November 30, 2020 at 5 p.m. **NO grant applications will be accepted after 5:00 p.m. Monday, November 30, 2020.** Funds must be disbursed to businesses by December 31, 2020; the November 30, 2020 deadline ensures sufficient time to review applications and disburse funds.

3. What types of restaurants are eligible for the Restaurant Relief Grant Program?

To be eligible, the **primary business activity** must be in one of the following North American Industry Classification System (NAICS) categories: (click on NAICS codes for descriptions.)

- [722511](#) Full-Service Restaurants
- [722513](#) Limited-Service Restaurants
- [722320](#) Caterers
- [722515](#) Snack and Nonalcoholic Beverages (Carry Out)
- [722330](#) Mobile Food Service
- [722410](#) Brewery / Distillery (tap room)

4. Are franchise operations eligible?

Yes, franchise restaurants in Charles County are eligible if they are owned by a local, Charles County based entity.

5. Is my restaurant/food service business eligible for a Restaurant Relief Grant if I applied for and received a COVID Small Business Relief Grant?

Yes.

6. Are there other eligibility requirements?

The business must be a Charles County based business, with principle facilities physically located in Charles County. The business must be for-profit and have been in business as of October 2019. Businesses must also demonstrate that they are in good standing with the State of Maryland and Charles County and have no outstanding taxes or fees due to Charles County. A business that has defaulted on a loan from Charles County Government is not eligible.



7. How do I apply?

The process has changed a bit from our previous grant program, so please read all instructions carefully.

Go to www.meetcharlescounty.com/charles-county-covid-19-restaurant-relief-grants and click on "Click here to sign in and download the application." You will get a short form to fill out with your name, your business, email address, and phone number. Once you submit the form, you will be able to download the application. **DO NOT SEND IN YOUR APPLICATION BY EMAIL.** Any application submitted by email will be deleted and will not be processed.

You will receive an email from **COVID19restaurantsupport@charlescountymd.gov** with detailed instructions on how to submit your completed grant application package to the County's secure website. **Please follow instructions.** The application must be complete, and all required documents submitted for consideration. Incomplete applications and those with missing documents will not be reviewed.

8. What documents will I have to include with my application?

In addition to completing the application by providing all the information requested on the form, you will be asked to submit documents related to your business structure such as Articles of Organization/Articles of Incorporation, Operating Agreement and/or Bylaws, Resolution for Signature Authority, and a copy of an active Charles County food service license. These documents are required as proof you are a valid business operating in Charles County, Maryland. You will also be asked to explain on the application how the funds will be used.

9. Will I have to submit receipts?

No, you will not be asked to submit receipts with your application, but as a condition of this grant, you will agree to keep receipts for purchases/payments made with the funds for five years and produce them upon request.

10. Can I email my application?

NO! Do not email your application or any related documents. The County cannot guarantee that the application and related documents containing personal and financial information will remain secure if sent via email. Accordingly, the application process requires you to upload your grant application and documents to a secure site to protect you and your personal information.

11. What expenses can be covered by the Restaurant Grant?

The grant funds may be used for such expenses as:

- Working capital, such as rent, payroll, and job training
- Purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts
- Infrastructure improvements, such as HVAC system upgrades
- Technology to support carryout and delivery services
- Purchase of PPE if not available from the Charles County Health Department
- Purchase of disposable food containers and utensils
- Sanitization services

12. How much will a Grant Fund application cost?

There is no application fee and no cost.



13. Will my personal credit be used as consideration?

No.

14. How long does it take to receive funding?

Upon receiving an application, the Economic Development Department will confirm receipt of the application within ten days of the submission to verify information and obtain any remaining documents. Only completed applications will be referred to the grant committee for consideration, therefore we encourage businesses to provide documents promptly. Applications will be considered in the order they are received. We expect to disburse funds by December 31, 2020.

15. How do I know if I am approved?

You will receive an email from Charles County Economic Development Department describing next steps.

16. What if I do not have the required documents?

Check with your accountant or the person who handles your books. The required forms are standard business records. More information about these documents is available from the [US Small Business Administration](#).

17. Who can I contact if I have other questions?

For assistance, contact Chief of Business Development Lucretia Freeman-Buster at BusterL@MeetCharlesCounty.com or 301-885-1344.