



RESTAURANT RELIEF PHASE TWO APPLICATION QUESTIONS & ANSWERS

ELIGIBILITY REQUIREMENTS

Q: Will sole proprietors who do not have employees be eligible?

A: Yes, if they meet all other program requirements.

Q: Are locally owned franchises of national companies eligible?

A: Yes, if the franchise is locally owned and meets all other program requirements.

Q: What if I have applied for other relief funds?

A: We encourage all businesses and non-profit organizations to apply for the array of Federal, State and County financial assistance programs for which you are eligible. This program requires that the applicant has not used, and will not use, funds received from this grant program for the same purpose as funds received through other Montgomery County grant programs.

APPLICATION SUBMISSION PROCESS

Q: Will you need a computer to submit the application?

A: Yes, you will need access to a computer since the application is online.

Q: Can I mail my application or drop it off somewhere?

A: Applications will only be accepted via online submission.

Q: What is the deadline to submit an application for this grant?

A: Complete applications must be submitted by 5pm Eastern Time on February 10, 2021.

Q: Will the application be available in multiple languages?

A: The application will be available only in English.

Q: I am a Sole Proprietor and not required to register with the State of Maryland Department of Assessments and Taxation (SDAT). Can I still apply?

A: Yes. Sole Proprietors can mark "No" when responding to the following application question: Is your business in good standing with the State of Maryland (SDAT)? This response will not adversely impact your application. Sole Proprietors must submit a Schedule C from most recently filed tax return.

Q: What documents do I need to submit?

A: Corporations, LLCs, Non-Profits, and Partnerships: • Itemized invoice to MCEDC for the total amount requested; • W9 form (this form verifies the name, address, and tax ID number); • Current Food Service Facility License; and • Voided business check. Sole Proprietors and Others must submit the above and Schedule C from most recently filed tax return.

Q: How do I complete the requested invoice?

A: The invoice is a document you complete for MCEDC so we can issue you a check if you are selected to receive this grant. You can download the Excel document and complete it for submission on our website [HERE](#). The amounts on the invoice should match the amounts you entered into the boxes on the application for each category. The application does not require submission of your actual receipts, payroll expenses, etc.

Q: Will I get confirmation that my application has been received?

A: Once your application has been successfully submitted, you will receive a confirmation email with an application number and a copy of your application.

Q: How will Restaurant Relief Program grants be awarded to new applicants?

A: For NEW applicants, to be fair and equitable, the Restaurant Relief Program grants will be awarded to eligible applicants using a lottery system. The MCEDC will award grants on a lottery system (versus a first-come, first served system) so as not to disadvantage applicants who may need time to pull their materials together and submit an application. Applications must be submitted by 5:00 pm on Wednesday February 10, to be considered.

Q: Where do I sign up for vendor registration?

A: You will not need to register as a vendor with MCEDC.

Q: How long will this process take; when can I expect to get the money?

A: We expect to notify recipients the week of February 15, 2021 – after the lottery has been completed. Applications will be processed for payment as quickly as possible after all required documentation is received. We expect to disburse all funds by March 15, 2021.

Q: How will I get the money?

A: Payment will only be made via electronic payment through MCEDC's billing system. You will be required to submit ACH (Automated Clearing House) banking information for electronic payments. Payment will only be made to the Legal Business Name.

Q: How can I check on status of application?

A: You will be notified upon determination.

Q: Will my information be kept confidential?

A: Personally identifiable financial information is kept confidential. Businesses that receive grants, and the dollar amount of the grant received, are public information.

GENERAL QUESTIONS

Q: I received a \$10,000 grant earlier through Phase One of the Restaurant Relief Grant. Do I need to reapply for additional funds?

A: Please do not reapply. You will receive a notification confirming that a second payment for \$5,000 will be electronically sent to you. If you have not received a notification as a previous grant recipient by February 5, please first check your spam folder, then email us at restaurantrelief@thinkmoco.com.

Q: What is the allowable time period for grant funds?

A: The grant is intended for expenses incurred after May 1, 2020. Recipients will be required to submit a grant report within three months of receipt of funds.

Q: Will I need to pay the money back?

A: This is a grant, not a loan, so you will not need to pay it back if you comply with all the terms and conditions of the grant agreement.

Q: Is this a one-time payment?

A: Yes.

Q: Will this affect other grants that I am applying to?

A: You will need to check the terms and conditions of any other grants you are or have applied to.

Q: Is grant information available in different languages?

A: Yes, flyers are available in 7 languages [HERE](#). The application is only in English.

Q: If I have additional questions, who can I contact?

A: Any additional questions should be emailed to: restaurantrelief@thinkmoco.com.

You will be notified when your application is received and when it is approved or not selected. Otherwise, your status is considered “pending.”

In accordance with the Maryland state contract requirements, MCEDC will issue a final report summarizing key statistics and information about the number of applications, loans approved, total amount granted, geographic and demographic information, and other relevant data by June 30, 2021.