



Baltimore Restaurant & Tavern Assistance Grant Terms & Conditions

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Grant Funding

Total Availability

Baltimore City will award up to \$3,900,000 in total grant funds to Restaurants & Taverns under this program. Grant funds have been made available by the State of Maryland, and are restricted to COVID-related expenses incurred, or to be incurred, by qualifying grantees as detailed in the Qualifying Expenses section of this document. Please review the Eligible Businesses section of this document to determine if your business meets our criteria.

Application Period

The Grant Application Period will begin on February 3, 2021 and end on February 19, 2021 at 11:59PM. Grants **WILL NOT BE AWARDED ON A FIRST-COME FIRST- SERVED BASIS**. All applications received during the Grant Application Period will be considered. Any applications received after the end date will not be considered.

Minimum and Maximum Grant Amount

The minimum grant amount is \$10,000 and the maximum grant amount is \$50,000

Eligible Businesses

A business is eligible for this grant if it meets **ALL** of the following requirements:

1. The business is located in Baltimore City.
 - a. Business must have a permanent physical location and provide indoor seating for patrons. Businesses with indoor seating areas that are temporarily closed due to COVID-19 **are eligible**.
 - b. Examples of eligible restaurants include:
 - i. Full Service Restaurants
 - ii. Counter-service restaurants with seating
 - iii. Cafes, Coffee Shops, Dessert/Bakery establishments with seating
 - iv. Bars and Taverns
 - v. Breweries, Distilleries and Wineries with on-premises consumption
 - vi. Market or Food Hall Vendors serving prepared food or drinks
 - vii. Other establishments serving food and drinks for on-premises consumption



2. Business must be in Good Standing with the State of Maryland.
3. Business must be open and operating at the time of application for this Grant.
 - a. Restaurants only offering curbside or carryout service at this time **are eligible**.
 - b. Businesses that began operation in 2020 **are eligible**.
4. Businesses that previously applied for, or received, a grant from this program **are eligible** to apply.
 - a. Preference will be given to Restaurants that have NOT received a prior grant award from BDC
5. Unlike prior BDC grants, there is **no gross revenue limit** for restaurants to qualify for this grant. Businesses of all sizes may apply.

Businesses where the owner does not have a Social Security Number

Businesses with owners that do not have a Social Security Number but do have an ITIN number are eligible. BDC does not require the submission of Social Security or ITIN numbers in this application, except insofar as that information is included in the tax returns for the businesses.

Businesses with Common Ownership and/or Multiple Locations

Businesses with common ownership or multiple locations in the city are eligible, but each location must individually meet all grant requirements to be eligible for grant funding.

The maximum grant for businesses with common ownership or multiple locations is \$50,000 for one location, plus \$10,000 for each additional qualifying location.

For example: The multiple locations restrictions would apply to a restaurant group (common owner) that may own or operate four distinct restaurants, each its own legal entity with separate accounting and hiring. Each of those four restaurants may be individually eligible, but if all four were selected for a grant, the maximum grant amount to that restaurant group would be \$80,000 (\$50,000 for one restaurant, and \$10,000 each for the other three).

Selection Criteria

This is a discretionary grant program. All applications will be evaluated based on the criteria set forth below.

Business is locally owned

Priority will be given to business that are owned by permanent residents of Baltimore City.



Minority and Women-owned Businesses

Grant preference will be given to businesses that are minority- and/or women-owned. Businesses do not need to be certified by the City or State as a MBE/WBE/DBE to qualify.

Significant loss of revenue

Preference will be given Businesses who have suffered a significant loss in revenue that has not been offset by other grant or assistance programs. Businesses must be able to calculate and demonstrate a significant loss of revenue to their business.

Geographic Distribution

During the selection process, BDC will seek to award grants to restaurants located throughout Baltimore City, with an expressed goal of providing grants in neighborhoods with a low concentration of the eligible businesses stated above, where the permanent closure of the business would have a detrimental effect on the surrounding community.

In neighborhoods with high concentrations of restaurants and other eligible businesses, grant priority will be based on each applicant's ability to meet the Selection Criteria outlined above.

Calculation of Grant Award Amount

Minimum grant amount of \$10,000 per business.

Maximum grant amount of up to \$50,000 per business.

Grant award amount will be calculated based on the annual and/or quarterly revenue losses incurred by the business in Calendar Year 2020.

BDC may increase or decrease the calculation of the grant award based on the availability of funds and the number of applications received.

Notification and Payment of Grant Award

Notification to Applicants

There is not email confirmation regarding the submission of your grant application. If your application was successfully submitted, you should see a notice on your screen stating that your application was submitted.

All applicants will be notified via email regarding the final status of their grant application. As these grants are not on a first come, first served basis, the review process will take a few weeks. Please check your junk or spam folder if you do not see any notification a month after the grant application period has closed.



Grant Agreement

If awarded, Grantees will be required to sign a grant agreement that outlines the total amount of award, terms and conditions of the grant. The grant agreement is delivered via email through DocuSign, so if you've been notified of a grant award, but did not receive a grant agreement within a week of your notification, please check your junk or spam folder.

Payment

BDC will make one payment for the total grant award within 14 days of all parties executing the Grant Agreement.

Commitment to Remain Open

Businesses must remain open to the public for at least six months following the receipt of this grant award.

Qualifying Expenses

The funding for this grant has been provided to BDC for the purposes of helping businesses meet COVID-related expenses. For the purposes of this grant, qualifying COVID-Related expenses are the following expenses that occurred beginning February 15, 2020 through March 31, 2021, which coincides with government-imposed closure or capacity limits affecting the business's ability to generate revenue:

1. Working capital, such as rent, payroll, and job training
2. Purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts
3. Infrastructure improvements, such as HVAC system upgrades
4. Technology to support carryout and delivery
5. Purchase of PPE and disposable food containers and utensils
6. Sanitization services

Documentation of Expenses Required After Grant Award

All Qualifying Expenses must have supporting documentation, which must be provided to BDC no later than May 1, 2021. Documentation must demonstrate that actual expenses incurred meet or exceed the total amount awarded under this grant.



Penalty for Unauthorized Use of Funds

Businesses must provide adequate documentation of expenses related to their grant amount or may be subject to a recapture of grant funds. Any grant funds for which there is not adequate documentation must be returned to the Grantor, plus an additional 15% penalty.

Required Documents for upload into the City Grant Application

Tax Returns

- 2019 Business Tax Return with All Schedules
- *If an extension has been filed with the IRS, 2018 Tax Returns, evidence of extension filing, and a 2019 Profit & Loss Statement will be acceptable*
- *If Gross Revenue, and Net Income are not identifiable from the Tax Returns, a Profit and Loss Statement must be provided*
- *If a business was not in operation in 2019, a Profit & Loss Statement for all operating months of 2020 must be provided, along with a signed statement from the owner stating the date when the business began operations*

BDC will use this information to verify gross income eligibility, legal business entity, Good Standing with the State of Maryland, and to calculate grant size.

Additional Documentation

Profit and Loss Statement for Calendar Year 2020 that clearly identifies Gross Business Income; Business Expenses and Net Business Income, and demonstrates a loss in business revenue from the year prior.

OR, if no annual loss of business income:

Profit and Loss Statement for one or more quarters of calendar year 2019 and 2020 that demonstrates a loss in business revenue in 2020 compared to the same quarter(s) in calendar year 2019.

Financial statement does not need to be an officially prepared or audited document.

BDC will use this information to verify revenue loss and to calculate grant size.

Government-Issued Identification

ID that shows the residential address of Applicant, who must be an owner, partner, or managing member of the business and authorized to submit the grant application on behalf of the businesses.



If ID does NOT show residential address, alternate government issued ID (e.g. Passport) may be provided along with an Government-issued two additional documents that include the applicant's residential address:

1. Residential Gas & Electric Bill
2. Residential Water & Sewer Bill
3. Residential Cable/Internet or Phone Bill
4. Mortgage Statement or Residential Lease

For Payment of Grant Proceeds

Completed IRS Form W-9.

