

Baltimore Caterer, Restaurant & Tavern Assistance Grant Terms & Conditions

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Grant Funding

Total Availability

Baltimore City will award up to \$2,087,705.46 in total grant funds to Caterers, Taverns & Restaurants under this program. Grant funds have been made available by the State of Maryland, and a restricted to COVID-related expenses incurred, or to be incurred, by qualifying grantees.

Application Period

The Grant Application Period will begin on May 3, 2021 and end on May 17, 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. Please review eligibility requirements stated below to determine if your business would qualify for this grant.

Grant Amount

The grant amount will be \$10,000 per business, however, BDC may increase or decrease the calculation of the grant award based on the availability of funds and the number of applications received.

Eligible Businesses

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

1. The business is a Caterer, Tavern or Restaurant located in Baltimore City
 - a. Taverns and Restaurants 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. Caterers must have their principal business office and/or kitchen located in Baltimore City.
 - c. Examples of eligible establishments 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
 - viii. Catering companies



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 businesses that have NOT received a prior grant award from BDC
 - b. Preference will be given to businesses that have not received prior funding provided by MEDAAF, whether through a grant from Grantee that was funded by MEDAAF, or from the COVID-19 Small Business Emergency Loan or Grant Program run by the Maryland Department of Commerce
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 does 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 \$10,000 for one location, plus \$5,000 for each additional qualifying location. The maximum grant amount for any legal business entity, regardless of the number of locations, is \$10,000.

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 \$25,000 (\$10,000 for one restaurant, and \$5,000 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 to 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 businesses located throughout Baltimore City, with an expressed goal of providing grants in neighborhoods with a low concentration of sit-down restaurants, where the permanent closure of a businesses would have a detrimental effect on the surrounding community.

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

Economic Standing of Owner

The State of Maryland, as a requirement of this grant, requires that BDC ask, and give priority to businesses that answer "yes to, the following questions:

- Does the applicant (owner) have a net worth of less than \$750,000?
- Did the applicant (owner) have an adjusted gross income of less than \$350,000? and
- Did the applicant have less than \$6 Million in assets?



Notification and Payment of Grant Award

Notification to Applicants

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

All applicants will be notified via email regarding the final status of their grant application. Please check your junk or spam folder for an email from info@BaltimoreDevelopment.com if you do not see any notification by the first week of June.

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 an 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 6 months following the receipt of this grant award.

Qualifying Expenses

This 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 June 30, 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 July 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 adequately documentation must be returned to the Grantor, plus an additional 15% penalty.

Required Documents for upload into the City Grant Application

Government-Issued Identification

Government-issued 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 any 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 Verification of Business Entity

Businesses must provide the identification number ("Department ID") used by the State of Maryland Department of Assessments and Taxation. A business entity search may be performed on the SDAT website: <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Businesses that are not required to be registered with the State of Maryland, must upload any of the following:

- Most recent year of Federal or State Business Tax Returns, or
- The four (4) most recent IRS Form 941 (Employment Tax) submitted by the business

For Payment of Grant Proceeds

Completed IRS Form W-9.

