



City of Mount Rainier Small Business Assistance Grant Program Guidelines and Application

What is the Small Business Assistance Grant Program?

The City of Mount Rainier Small Business Assistance Grant Program is designed to assist small businesses who experienced a revenue loss due to the negative economic impacts of the COVID-19 public health emergency.

The City has allocated **\$50,000** for the program.

Who may apply for the Small Business Assistance Grant Program funding?

Any small business that is physically located within the boundaries of the City, and who meets the eligibility requirements of the program may apply.

Applicants **must**:

- Clearly demonstrate a revenue loss due to the negative economic impact of COVID-19 on their business.
- Have annual revenues less than \$5 million.
- Have been established prior to March 9, 2020.
- Be in “Good Standing” or “Active” with the State of Maryland through the Department of Assessments and Taxation, and “Good Standing” with the City of Mount Rainier.
- Have between 1 and 25 employees.
- Be in operation as of the date of the application.
- Must **not have received prior funding for the revenue loss** contained in the application from the Federal Government, State of Maryland, or Prince George’s County.

How much can I apply for?

Applicants may **apply for up to \$5,000** in financial assistance. Each applicant must fully justify their funding request by providing sufficient documentation that provides clear evidence or proof of the negative economic impact.

What types of items are eligible for funding?

Eligible items include only declines in revenues due to COVID-19. Applicants must provide supporting documentation that clearly shows their revenue loss due to COVID-19.

How do I apply?

Please review the Small Business Assistance Grant Program guidelines, including eligibility requirements. When you are ready to proceed, please submit a completed Application Form to:

Attention: Small Business Assistance Grant Program
City Manager's Office
City of Mount Rainier
1 Municipal Place
Mount Rainier, Maryland 20712

Subject: Small Business Assistance Grant Program
Email Address: CityManager@mountrainiermd.org

Applications will be accepted up to March 18, 2022 at 4 pm. However, applications will be accepted and reviewed as they are submitted (e.g., on a first-come, first-served basis). The City encourages applicants to submit the applications as soon as possible.

If you have questions, please contact the Program Administrator at (301) 985-6585.

Applications may not be updated after submission. Please ensure that your application is correct and complete before submitting.

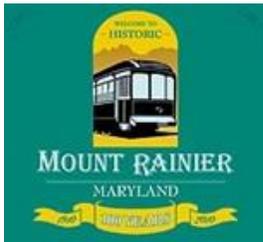
What is the Small Business Assistance Grant Program application review process?

The City will administer the program under the guidance and direction of the City Manager.

Applications will be accepted and reviewed on a first-come, first-served basis. Submission of an incomplete or inaccurate application may result in a denial of funds. The City expects to complete a review of an application within ten (10) business days of receipt.

The determination as to whether the application provides sufficient proof that the business experienced a negative economic impact due to COVID-19 or responds to the negative economic of COVID-19 shall be determined by the City in its sole judgement and is not appealable.

Applicants will be notified, in writing, of the City's decision regarding the application and funding amount (if applicable).



**City of Mount Rainier
Small Business Assistance Grant Program Application**

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Phone Number: _____ **Email Address:** _____

Amount Requested: _____ **Number of Employees:** _____

****Cannot exceed \$5,000**

Was business operating prior to March 9, 2020? Yes _____ No _____

Is the business in operation as of the date of the application? Yes _____ No _____

Has the business experienced a revenue loss due to the negative economic impacts of the COVID-19 pandemic? Yes _____ No _____

Description of the Revenue Loss, including how COVID-19 impacted your revenues:

Required Documents:

Applications ***must*** provide the following documents.

- Two most recent tax returns
- CY 2021 Income Statement
- Current employee roster
- Two most recent bank statements
- Other financial documentation that provides clear evidence or proof of the revenue loss due to the negative economic impact of COVID-19 on the business and justifies the funding request

Has the business received prior funding for any revenue losses contained in this application from the Federal Government, State of Maryland, or Prince George's County? _____(Y/N)

Certification:

Applicants ***must*** check the box below and sign and date the application prior to submission.

- Under penalty of perjury, I certify that the information presented in this application, including supporting documentation, is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of, and the required repayment of all benefits received through the City of Mount Rainier Small Business Assistance Grant Program.*

Signature of Applicant: _____ **Date:** _____

For Internal Use

Date Application Received: _____

City Approval/Denial: _____

Approved Funding Amount: _____

Date of Grant Award Notice: _____