



City of Laurel

Laurel Strong COVID-19 Small Business Grant Program

Application Checklist

Please complete this checklist before starting and submitting your Laurel Strong grant application. This checklist will help you determine eligibility for this program and assist you in gathering the appropriate documents and information that is needed to apply.

Things to do BEFORE Applying

- I have read the entire [Laurel Strong COVID-19 Small Business Grant Program Application Package document](#)
- I have checked the [City of Laurel map](#) to ensure that my business' physical commercial address is within the City of Laurel municipal boundaries'
- I have looked up my business on the on the [State's Business Entity Search](#) to ensure it is in good standing with the State of Maryland

Business Eligibility

- The business and/or business owner has not previously received any funding for their business from:
 - The CARES Act
 - The Maryland COVID-19 Emergency Relief Grant Fund
 - The Prince George's County COVID-19 Business Relief Fund
- The business has a physical commercial location within the City of Laurel incorporated boundaries
- The business does not have more than one commercial location within the City of Laurel
- The business has a current signed leasing contract or owns the property it currently is located at
- The business' Use and Occupancy permit was approved prior to March 16, 2020

- The business has at least one full-time employee that is currently employed OR is an established sole proprietorship
- The business is current on all City, County, State, and Federal tax payments
- The business is not engaged in any illegal activity (as defined by Federal guidelines)
- The business is not one of these ineligible business types:
 - Houses of Worship, Church, or other Religious Organizations
 - Home-Based Business
 - Banks and/or Financial Institution
 - Food Truck
 - A Corporate-Owned Franchise

Business Owner / Applicant Eligibility

- The business owner(s) have not received any funding for their business through:
 - The CARES Act
 - The Maryland COVID-19 Emergency Relief Grant Fund
 - The Prince George's County COVID-19 Business Relief Fund
- The business owner(s) is current on all City, County, State, and Federal tax payments
- The business owner(s) are not engaged in any illegal activity (as defined by the Federal Guidelines)
- None of the business owners with over 25% interest are City of Laurel Staff or Elected Officials

Effects of COVID-19

- The business was negatively affected by the COVID-19 pandemic
- The business lost revenue due to the COVID-19 pandemic between March and July 2020
- The business was unable to operate or operated at a reduce capacity due to COVID-19

Documentation Needed to Apply

- City of Laurel Use and Occupancy permit
- Proof of Location
 - A current signed commercial lease
 - OR
 - Proof of ownership of the commercial property where the business resides
- Proof of Employment
 - Most recent payroll, schedule, or employee roster
- Business Plan or similar business organization description
- Proof of Loss of Revenue (March – July 2020)
- Financial Statement showing gross revenue between March and July 2020