



FY 2020 Micro Grant Program Guidelines

Main Street Middletown, MD Inc. (MSM), has established the Main Street Middletown Micro-Grant Program to provide emergency assistance to small businesses impacted by the COVID-19 pandemic. MSM will issue grants of up to \$1000 per business for their immediate needs.

Criteria:

Grant is open to profit businesses located in the commercial corridor that fall within the Main Street District of Middletown, Maryland (see map on the next page). Home businesses, or businesses who do not have a physical presence in the Main Street District are not eligible to apply.

The grants can be used for business operations, rent, utility bills, inventory, salaries to employees.

Funds are limited and we will work to distribute to as many businesses as possible.

If, we process all grant requests within the given timeline and have remaining funds, we will open the grant fund up to businesses that are located within the legal limits of the Town of Middletown, Maryland that occupy a physical presence in the Town, and are not a home business.

Timeline:

Applications will be accepted until June 24th at 5:00pm on our online application at www.mainstreetmiddletown.org

Main Street Middletown Micro-Grant recipients will be informed by Monday, June 29th 2020 and we will notify you by your preferred method of contact as indicated on the application. Should you have any questions, please feel free to contact Main Street Manager, Becky Axilbund at BAxilbund@ci.middletown.md.us.

MAIN STREET

MIDDLETOWN

Map of the Main Street District



Main Street District
Town of Middletown - Frederick County

Scoring Criteria

Applications shall be reviewed by the Main Street Manager for accuracy and completeness.

Once all applications have been turned into Main Street Middletown, MD Inc by the instructed due date, Main Street will create an Ad-hoc review committee to score the applications using a rating system. The Ad-hoc review committee will consist of at least two people from the Economic Development Committee, one person from the Executive Committee, the Main Street Manager, and one person from the Town, or the Frederick County Office of Economic Development.

MAIN STREET

MIDDLETOWN

Each reviewer will rank each application on a 1-5 basis with 1 being the lowest and 5 showing the highest needs. For example, a business that was mandated to be closed for the longest period of time and could not conduct any business would rank 5. Reviewers will assess the need and community impact if the business is closed or open, the number of employees, the health of the business, and if there is access to other income. Other considerations include if the business has been able to take advantage of other relief programs, do they own the building they occupy, and is it a storefront business that will continue to contribute to the vibrancy of the downtown district?

Sample Scoring Chart:

Business Name	Community Impact	Need	Future Plans	Composite Score
Reviewer 1	4.3	3	4.6	4.0
Reviewer 2	4.5	3	4.7	4.1
Reviewer 3	4.1	2.7	4.6	3.8
Reviewer 4	4.3	2.9	4.6	3.9
Reviewer 5	4.4	2.7	4.4	3.8



FY 2020 Micro-Grant Program Application

Name: _____

Business Name: _____

Business Address: _____

Type of Business: _____

Number of Years in Business: _____

Business Owner Email: _____

Business Owner Cell: _____

Number of Employees: _____

Is Your Business Currently Closed? __Yes or No____

Is your business in good standing with the State of MD? __Yes or No____

Has your prior month's rent been paid prior to March 1st 2020 ? _____

Have your prior month's bills been paid prior to March 1st 2020? _____

What is your estimated drop in revenue? _____

Has your prior month's rent been paid? _____

Have your prior month's bills been paid? _____

What is the amount you need? _____

What is your immediate need for the funds?

What is preventing you from paying the bills? Do you have any other obligations that take priority?

Do you have any other sources of income? Yes or No

MAIN STREET MIDDLETOWN

What are your plans for your business continuing your business in Middletown?

Is there anything else we should know about your situation?

Applicants Signature

Date