



Queen Anne's County Hotel Relief Fund

Queen Anne's County Hotel Relief Funded by State of Maryland: \$191,841

Funding for the Queen Anne's County Hotel Relief Fund was provided by the State of Maryland Governor's initiative. Each County within the State of Maryland was awarded funds to specifically assist our local accommodations providers during the Covid-19 pandemic.

The program will be administered by the QAC Department of Economic and Tourism Development. It is projected that grant awards will vary based upon need, but cannot exceed \$45,568 per the state requirements.

The goal of the QAC Hotel Relief Fund is to promote and encourage stabilization within the hospitality industry and assist in covering normal operating expenses and other Covid-19 related expenses.

Funding Can be Used for the Following:

- Working capital, such as rent, payroll, job training, debt service and other similar costs.
- Purchase of PPE, sanitation services or other COVID-19 related costs.

Prohibited Uses of Grant Funds Includes:

- Purchase of equipment and soft goods
- Infrastructure improvements
- Technology upgrades

Application Deadline:

Applications will be accepted from: January 11th – January 31st, 2021 using our online application system. Paper applications will be provided upon request.

Terms and Conditions:

- To be eligible for a grant under the Program, an accommodations provider must:
 - 1) Be Subject to:
 - Maryland Sales and Use Tax
 - The Queen Anne's County Accommodations Tax
 - 2) Be in good standing with the State of Maryland.
 - 3) Have at least 10 sleeping rooms **OR** if the business is a bed and breakfast establishment as defined under § 9-201 of the Public Safety Article of the Maryland Code, have at least 5 sleeping rooms.
 - 4) Demonstrate a reduction in year-over-year gross revenue of at least 25% for the period of April 2020 - November 2020 compared to the gross revenue of April 2019 - November 2019. Documentation will be required.
 - 5) Be open to the public for the provision of accommodations by no later than March 31, 2021.
 - 6) Meet U.S. Small Business Administration definition of a small business.
 - 7) Company must not be in default of any County loan programs in the past or present.
 - 8) Businesses that have received grant funding through the QAC Small Business Assistance and Recovery Fund **are eligible** to apply; HOWEVER, funds received through this program **can not** be used for expenses already covered by the previous grant funds. "No Double Dipping"
 - 9) Must provide receipts, invoices, payroll reports or evidence backing up requested funding. i.e. if requesting funding for payroll please provide a payroll report or 941, to illustrate payroll costs.
 - 10) No single accommodations provider shall receive more than the maximum amount of \$45,568.01. This amount represents the per room tax revenue generated for 100 rooms and was calculated by determining the number of hotel rooms in the jurisdiction as detailed by Smith Travel Research for 2019 and the tax revenue generated to determine a per room rate.
 - 11) Based upon the applications received and grants awarded during the initial grant round, the County may open up for a 2nd round of grant applications dependent upon remaining funds available. Special conditions apply to the 2nd round and will be provided in the future.

GRANT PROCESS:

- Submit application with all required documentation from January 11th-January 31, 2021.
- Paper copies of the application will be available upon request.
- QACETD will prepare grant packages and pre-vet application i.e. complete application and good standing confirmation.
- Outside grant review committee will review and approve grant request the week of 2/4/2021.
- Applicant will be notified if approved and emailed remaining required paperwork.
- Approved applicants will sign grant agreement and return to QACETD for processing.
- Grant funds will be disbursed by Queen Anne's County Finance Department as soon as possible but no later than 3/31/2021.
- Follow-up with awardees will take place on a regular basis through the Dept. of Economic & Tourism Development.
- Documentation will be required by 3/31/2021 to validate appropriate expenditure of grant funds.
- Reporting to state by 6/30/2021 required.

What is Required to Apply:

- Completed Application.
- Verification of Good Standing in State of Maryland.
- Documentation to support financial assistance request: i.e. receipts, invoices, cancelled checks, payroll report if requesting payroll.
- Applicants must self-certify with a legal affidavit as well as demonstrate a reduction in year-over-year gross revenue of at least 25% for the period of April 2020 - November 2020 compared to the gross revenue of April 2019 - November 2019. Documentation will be required and staff can work with applicants on acceptable submittals.
- Articles of Incorporation/Organization/Formation including By Laws and/or Operating Agreement.