



Montgomery County Telework Assistance Fund

Application administered by The Montgomery County Economic Development Corporation (MCEDC)

The Montgomery County Telework Assistance Fund provides grants to businesses and non-profit organizations located in Montgomery County, Maryland (the "County"), and which implemented a teleworking program and purchased teleworking equipment and software since the beginning of the health crisis in March. Each eligible business or non-profit may be awarded a grant up to \$2,500 for verified purchases of teleworking equipment and software which occurred between March 1, 2020 and June 1, 2020. The grant will be based on actual expenditures for each business and non-profit organization which are submitted with this application and which are consistent with program guidelines.

A business or non-profit organization is eligible to receive assistance from the Telework Assistance Program if:

Check all that apply, but at least one *

- your business location is in the County, or
- your County-based locations account for more than 50 percent of the business's total number of employees, or
- your County-based locations account for 50 percent of the business's gross sales

AND: (all are required to be eligible)

- *
 you employ 100 or fewer full-time-equivalent employees in total as of January 31, 2020.
- *
 you have not received financial assistance from the State or County for teleworking expenses related to the COVID-19 health crisis; and
- *
 you have incurred expenditures between March 1 and June 1, 2020 specifically to implement a teleworking policy due to the COVID-19 health crisis.

Business or Non-Profit Name *

Legal Business Name if Different

Are you a minority or woman-owned business?

- Yes
- No

Contact Name *

First Last

Title

Email *

Contact Phone Number *

####

Physical Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Website (if applicable)

Amount of Reimbursement Funding Requested (not to exceed \$2,500) *

\$.

Dollars Cents

Please indicate your business type *

Year Established *

Industry *

Number of Employees as of January 31, 2020 (indicate full-time and/or part-time) *

Is your business in good standing with the State of Maryland (SDAT)? *

- Yes
- No

Has the business/company received or been awarded financial assistance from the State or County for teleworking expenses related to the COVID-19 health crisis? *

- Yes
- No

Federal Tax ID Number *

Social Security Number (Sole Proprietor or Independent Consultants Only) *

State of MD Department of Assessments & Taxation ID Number *

Maximum of 9 characters. Currently Used: 0 characters.

Choose File No file chosen

Document Uploads

Application documents can be submitted as one attachment or multiple attachments. Please select your preference below.

Document Submission Preference

Attach Single attachment (invoice, receipt, W9 and Schedule C for sole proprietors/independent consultants) *

Choose File No file chosen

1. Itemized invoice for the total amount you are requesting (Save with the following file name format: Company Name_Invoice. *

Choose File No file chosen

2. Copy of receipt, credit card bill, invoice or other proof of purchase (Save with the following file name format: Company Name_Receipt) *

Choose File No file chosen

3. W9 form (Save with the following file name format: Your Company Name_W9) *

Choose File No file chosen

4. Schedule C from most recently filed tax return (Sole Proprietor or Independent Consultants only) (Save with the following file name format: Your Company Name_Schedule C) *

Choose File No file chosen

Click [here](#) to download a sample invoice.

Approved payments will be sent by check by default. If you would like to receive your payment electronically, please include your ACH information (bank routing number, account number) on your invoice.

Click [here](#) to go to download a blank W9 form from the IRS website.

Requirements:

* Indicates Required Field. No applications will be considered unless all fields are completed, and all documents are uploaded with the application.

* Good Standing status means that you are registered with State Department of Assessments & Taxation (SDAT) as a Maryland business without any outstanding delinquency issues.

By submitting this application, the applicant declares that information provided is true and correct. The applicant agrees that MCEDC and the County have the right to review supporting documents and request additional information to verify the accuracy of the statements and receipts submitted with this application.

By clicking submit, I agree that this is the equivalent of an electronic signature. *

- Agree

ALL APPLICATIONS MUST BE SUBMITTED BY 6PM FRIDAY JUNE 5TH.

Applications are reviewed on a rolling basis. The funding for this program is limited. It is not guaranteed that each qualified applicant will be approved.

Please note all materials submitted as part of this application will be treated confidentially. It is the obligation of the Applicant to ensure that all requested information is provided at the time this application is submitted. On a case-by-case basis, the fund reviewer may request additional information.

Submit