

**BARRY GLASSMAN**  
HARFORD COUNTY EXECUTIVE

**BILLY BONIFACE**  
DIRECTOR OF ADMINISTRATION



**LEONARD PARRISH**  
DIRECTOR OF COMMUNITY AND  
ECONOMIC DEVELOPMENT

## AM I READY TO SUBMIT MY GRANT APPLICATION?

- I have read all the FAQs under the relevant grant program and the Payment Forms Options, available at [www.harfordcountymd.gov/2887/Frequently-Asked-Questions](http://www.harfordcountymd.gov/2887/Frequently-Asked-Questions)
- I have all the required documentation listed below:
  - Application:**
    - Certified that all program eligibility requirements have been met and verified in respective boxes on application
    - Completed (all questions answered fully, nothing is left blank)
    - Typed (except for your legal signature and Initials)
    - Signed and dated with your legal signature  
(*electronic signatures will NOT be accepted*)
  - Certificate of Good Standing** if applicable (or a screenshot/photo of Certificate) - found at <https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>
    - Is my business in good standing with the State of Maryland and Harford County, as of March 9, 2020?
    - Is my business registered with the State of Maryland, if required to do so, as of March 9, 2020?
  - Payroll Report as of March 9, 2020, or W2 forms** to support employment requirement (2-50 FTE)
  - W-9:**
    - Line 1 of the Form W-9 was completed with either your name or your business name, exactly as it is filed with the Internal Revenue Service. Please refer to the FAQ for further explanation.
    - Completed (all questions answered fully, nothing is left blank)
    - Typed (except for your legal signature)
    - Signed and dated with your legal signature  
(*electronic signatures will NOT be accepted*)
  - Direct Deposit/EFT Form:**
    - The Name or Company Name line of the Direct Deposit/Electronic Funds Transfer (EFT) form matched exactly to Line 1 of the Form W-9. Please refer to the FAQ for further explanation.
    - Completed (all questions answered fully, nothing is left blank)
    - Typed (except for your legal signature)
    - Signed and dated with your legal signature  
(*electronic signatures will NOT be accepted*)
- I have my legal business name as the subject line of my email to [businessrelief@harfordcountymd.gov](mailto:businessrelief@harfordcountymd.gov)**