

## **Grant Relief for On-Boarding Workers (GROW) Frequently Asked Questions**

1. Q. What is GROW?  
A. GROW is a grant intended to provide financial assistance to businesses that have been negatively impacted by COVID -19, to hire employees.
  
2. Q. What type of business can apply?  
A. Montgomery County, Maryland non-profit and for-profit businesses are encouraged to apply.
  
3. Q. Can I use the grant for part-time employees or full-time employees?  
A. You may use the grant to hire full-time employees, as long as the minimum hourly wage is \$15.00 per hour and does not exceed \$48.00 per hour (based on 40 hours per week, 52 weeks per year) or \$100k annually.
  
4. Q. Can the grant be used to hire temporary employees?  
A. No, this is intended to provide long-term employment to Montgomery County residents.
  
5. Q. Is this for Montgomery County residents only?  
A. Yes, the grant is limited to hiring Montgomery County residents.
  
6. Q. Is this for Montgomery County businesses only?  
A. Yes, the grant is limited to Montgomery County businesses already in operation prior to the declared COVID-19 Pandemic (March 11, 2020).
  
7. Q. Does this grant cover costs for existing employees or new hires?  
A. The grant is intended to support new employees hired after February 24, 2022, based on funding availability.

8. Q. What is required for proof of hire?  
A. An Employee Verification Letter (EVL) and the initial paystub is required for proof of hire. The EVL must include: the employee(s) Montgomery County address, start date, number of weekly hours and wage data.
9. Q. Is there a cap on the number of employees for which the business can hire under this grant?  
A. Yes, the maximum number of employees is 10 regardless of the number of positions.
10. Q. Do I need to submit multiple applications for each job?  
A. No, you may use one application for up to 10 employees hired.
11. Q. What is the maximum dollar award?  
A. The maximum award amount is \$15,000.
12. Q. If I apply for and am awarded less than \$15,000, can I apply again?  
A. Contingent upon funding availability, you may apply until 10 jobs or \$15,000 is reached, whichever comes first.
13. Q. If I complete the application, is funding guaranteed?  
A. No, funding is not guaranteed. Applications will be accepted on a rolling basis until funds are exhausted.
14. Q. Is this grant intended to provide monetary assistance to hire employees I would not otherwise be able to hire?  
A. No, this grant will not provide enough funding to sustain an employee long-term.
15. Q. Should I include benefits compensation on my application as part of the wage rate?  
A. No, the grant applies to wages only.
16. Q. Will this award be considered taxable income?  
A. WorkSource Montgomery's tax accountants have advised an IRS Form 1099 should be issued to each grant applicant. Recipients are encouraged to consult their tax advisors relative to their specific situation.

17.Q. Is there a deadline to submit my applications?

A. Yes, you must submit your application no more than 30 days after the hire date(s) of your new employee(s).

18.Q. What happens after my application is submitted?

A. Your application will be reviewed, and you'll receive notice of an approval or denial with reason.

19.Q. If my application is denied, can I reapply?

A. Yes, you may re-apply if you are able to satisfy the denial criteria.

20.Q. If I have additional questions, who do I contact?

A. All inquiries should be sent to [grow@worksourcemontgomery.com](mailto:grow@worksourcemontgomery.com).