

Maryland Department of Housing and Community Development  
**Maryland Strong Economic Recovery Initiative (MDSERI)**

**FREQUENTLY ASKED QUESTIONS**

**MDSERI: TOURISM NONPROFITS**

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## **GENERAL INFORMATION:**

### **Q. What type of funding is available?**

**A.** The Maryland Department of Housing and Community Development (DHCD) is administering grant funding for the Governor's Maryland Strong Economic Recovery Initiative (MD-SERI).

DHCD'S MD-SERI **TOURISM NONPROFITS** will allocate funds to the state's nonprofit tourism producing organizations, such as museums, cultural attractions, zoos, aquariums whose mission and work substantially contributes to the economic development and now economic recovery of Maryland communities through visitor driven events and programs.

There are separate funding opportunities for Entertainment Venues and Main Street also available from DHCD: [www.dhcd.maryland.gov](http://www.dhcd.maryland.gov)

### **Q. Can I apply to all three of the MDSERI programs (Tourism Nonprofits, Entertainment Venues and Main Street) being offered by DHCD?**

No. You may only submit one application.

### **Q. Can I apply to MDSERI Tourism Nonprofits if I have already received funds from the Maryland Nonprofit Recovery Initiative (NORI) administered by DHCD, the Department of Commerce and/or the Maryland State Arts Council?**

**A.** Yes, however the amount of your MDSERI Tourism Nonprofits grant request must be for the remaining funding gap in calendar year 2020 after use of any federal, state and/or local COVID19 relief funds already awarded.

### **Q. Can I apply to MDSERI Tourism Nonprofits if I plan on applying for MDSERI funds from the Department of Commerce and/or the Maryland State Arts Council?**

**A.** Yes.

## Available Funding

### **Q. How much can I apply for from DHCD's MDSERI Tourism Nonprofits?**

**A.** The maximum grant request amount is \$500,000 and the minimum amount is \$75,000.

Requested funding amounts should be based on the organization's ability to demonstrate an equal to or greater than loss of revenue from reduced visitor attendance and/or increased expenses to adapt operations and facilities to safely reopen for visitors and staff. These revenue losses and/or increased expenses must occur or have occurred during the period March 1 through December 30, 2020.

### **Q. When does the application round open?**

**A.** The application round is projected to open on Monday, November at 12:00 noon.

### **Q. How do I submit an application?**

**A.** The application is online and can be accessed by visiting the DHCD website:

<https://dhcd.maryland.gov/Pages/MarylandStrongEconomicRecoveryInitiative/default.aspx>

Prior to submitting an application you will be required to register with the Maryland OneStop Portal. OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations and can be accessed here: <https://onestop.md.gov/>

### **Q. When are applications due?**

**A.** The application round is projected to close on Wednesday, November 18 at 5:00 pm. **NOTE:** The round may close sooner if and when grant requests exceed available funding.

## Eligible Applicants and Use of Funds

### **Q. Who is eligible to apply?**

**A.** An organization must meet all of the following criteria:

- Be an IRS determined nonprofit organization that generates a significant amount of its revenue from visitor driven activities **AND**
- Be in good standing with the Maryland Department of Assessment and Taxation (SDAT) <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Nonprofits that are largely live entertainment oriented – theatres, concert halls, etc. – are eligible for funding through a separate application for MD-SERI: Entertainment Venues.

Additionally, an organization must:

- Be based in Maryland and attract visitors and thus contributes to the health of local businesses and, more broadly, the local and state economy.
- Be able to demonstrate the negative financial impact of COVID-19 of at least at least \$75,000 as represented by (a) reduced operating revenue from visitor driven activities (for example admissions; special event/programming ticket sales; gift shop sales; café/concession sales, memberships and/or private event rentals) and/or (b) increased expenses to adapt operations and facilities to create a safe environment for visitors and staff.
- Be financially viable nonprofits whose operations will continue forward

**NOTE:** If you begin the application and do not meet any of the eligibility requirements, the system will **NOT** let you complete or submit an application

**Q. Are only 501(c)3 nonprofits eligible to apply?** No. Any IRS determined nonprofit is eligible to apply. Your organization's IRS Letter of Determination will be required as part of the application.

**Q. My organization does not have an IRS determined nonprofit status, can we apply using a fiscal sponsor?** No. The applicant organization must be an IRS determined nonprofit and the nonprofit that will directly utilize any award of funding.

**Q. My organization is an affiliate of a larger, umbrella organization and shares their federal identification number, can I still apply?**

**A.** Your organization can apply using the parent organization's federal identification number, **IF** you are also able to meet the following requirements:

1. The IRS Letter of Determination for your parent organization specifically lists your organization/group under the federal identification number
2. Your organization, not the parent organization, is registered with and is in good standing with the Maryland Department of Assessments and Taxation
3. You provide as uploads your organization's financial documents and visitor driven activity information, not the parent organization's information.

**Q. If my organization has already received or been notified of funding from other local, state or federal COVID-19 relief programs can I still apply?**

**A.** Yes. You will be asked to provide information on other funds received and how they have addressed the impact of COVID-19 on your organization and how you still have a funding gap based on loss of visitor driven activities or increase in costs to safely open to visitors and staff.

**Q. How can these grant funds be used?**

**A.** Funds can be used towards an organization's revenue reductions and/or expense increases from March 1, 2020-Dec. 31, 2020 as a result of the impact of COVID19 on visitor driven activities (for example admissions; special event/programming ticket sales; gift shop sales; café/concession sales, memberships and/or private event rentals).

Funds awarded from MDSERI can be used for one or more of the following

- Operating support (staff costs, hazard pay, marketing/programming, rent, utilities, payroll, supplies, cleaning services etc.) to address the revenue reductions due to loss of visitors from COVID-19 and the related state-of-emergency both as a reimbursement of fixed costs not covered by revenue and as a projection of fixed costs from March 1, 2020 through December 30, 2020 that will not be covered by revenue **AND/OR**
- Increased expenses to adapt operations and facilities to create a safe environment for staff and visitors (as a reimbursement of expended such costs and/or as a projection of future such costs from March 1, 2020 through December 30, 2020).

### [Submitting an Application](#)

#### **Q. When does the application for MDSERI Tourism Nonprofits open?**

**A.** The online application portal opens: 12:00 noon, Monday, November 9

#### **Q. How do I submit an application?**

**A.** The application is online and can be accessed by visiting the DHCD website:

<https://dhcd.maryland.gov/Pages/MarylandStrongEconomicRecoveryInitiative/default.aspx>

You will be required to provide a brief description about your organization, answer questions about the impact of COVID-19 on your organization's visitor driven activities and related loss of revenue and/or increased expenses, and complete a budget table on how you will use grant funds.

Prior to submitting an application you will be required to register with the Maryland OneStop Portal. OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations and can be accessed here: <https://onestop.md.gov/>

**ONLY applications that are fully complete at time of submission will be considered for funding.**

#### **Q. When does the MDSERI Tourism Nonprofits application round close?**

**A.** The application closes on Wednesday, November 18 at 5:00 pm. **NOTE:** The round may close sooner if and when grant requests exceed available funding.

#### **Q. What documents will I need to provide with my application?**

**A.** Organizations are **REQUIRED** to provide the following:

- Proof of revenue lost from visitors. This can be provided by summary visitor/attendee information from 2019 events/activities/programs/purchases as compared to the same events/activities/programs/purchases that would have taken place or will take place March 1-December 30, 2020

- IRS Determination Letter of nonprofit status
- Online verification (screen shot) of Certificate of Good Standing from the Maryland State Department of Assessments and Taxation. DO NOT PURCHASE AN OFFICAL CERTIFICATE
- 2019 Profit and Loss Statement that itemizes revenue and expenses
- 2020 Profit and Loss Statement that itemizes both actual and projected revenue and expenses
- IRS W-9 Request for Taxpayer Identification Number and Certification

### **Notification of Awards**

**Q. When will announcement of awards be made?**

**A.** Funding announcements will be made no later than November 30.

**Q. If awarded when will I receive funds?**

**A.** Grants will be dispersed in a single payment, once an awardee returns a signed agreement via the online system.

**Q. If awarded funds will a final report be required?**

**A.** Yes, applicants that receive a funding award will be required to submit a final report on how the funds were used based on the budget submitted with their application. You will also be required to upload supporting documents, receipts, etc. to support your use of those funds.

### **CONTACT FOR ADDITIONAL QUESTIONS:**

If you have additional questions about the application and/or requirements, please use the following email:

[dhcd.mdseri@maryland.gov](mailto:dhcd.mdseri@maryland.gov)