



TPSS Community Kitchen Application Process

The application process for joining the TPSS Community Kitchen (“Community Kitchen”) consists of the following three stages:

1. Introduction & Pre-Application
2. Proof of Concept & Licensing
3. Finalization

Each stage of the process is vitally important for all applicants. There is no waiting list to join the Community Kitchen. Instead, there is an evaluation process through which we assess the fitness of food businesses along with the availability of kitchen space and resources to meet their needs.

STAGE 1: INTRODUCTION & PRE-APPLICATION

In the initial phase of the process, all interested food business owners or food entrepreneurs are invited to complete a “Kitchen Interest Form” (link here: [Interest Form](#)) and attend a Lunch & Learn event. These regularly scheduled info sessions provide an opportunity to learn about the kitchen and ask any questions about the space.

STAGE 2: PROOF OF CONCEPT & LICENSING

Next, applicants are advised to submit a “Proof of Concept” document via email to the Community Kitchen Program Manager. A subsequent one-on-one conference call will be scheduled to determine the status and nature of the applicant’s business and the availability of space and resources at the kitchen. If the business concept is sound and there is space to accommodate the food business type, the applicant proceeds to the Licensing stage. Please see further descriptions of both the “Proof of Concept” and “Licensing” steps below. Applicants will be given a reasonable amount of time to acquire the licensing and certifications required to join a commercial kitchen in accordance with the laws of the state of Maryland.

1) Proof of Concept: This can be a written description or diagram that demonstrates how you plan to do business, including the goals you’ve set and the steps you will take to grow your

business. Please also include details of any relevant contracts, partnerships, and grant funding. The Proof of Concept must be well thought out.

2) Licensing and Certificate Documentation:

- LLC License
- Food Managers Certificate
- Proof of Liability Insurance
- Allergen Certificate -- links provided in the "[Resource Guide](#)"

3) Food Service Facility License *

4) Worker's Compensation Certificate or Exemption *

* These documents are specific to the Health Departments of Montgomery County and/the State of Maryland, and completing them requires collaboration with the Community Kitchen Program Manager.

STAGE 3: FINALIZATION

The final stage of the process requires potential kitchen users to sign an annual agreement with the Community Kitchen detailing rental requirements and standard operating procedures. Once the agreement is signed and the food business is fully licensed, the food business will be on-boarded into the kitchen.