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**How Georgetown Main Street Can Help Your Business with**

**Small Business Grants**

To apply for a GMS Small Business Grant, please complete the following pages and attach the required documentation in the checklist. Incomplete applications will not be evaluated. Submit COMPLETED application materials to Jessie Himmelrich, Executive Director, Georgetown Main Street at [jessie@georgetownmainstreet.com](mailto:jessie@georgetownmainstreet.com). Applications due by Midnight on April 30, 2019.

**About the Program**

GMS has identified the need for direct, store improvement and capacity-building support for the small and local businesses on the corridor. GMS’ Small Business Grant program is intended to help small businesses with both physical and operational improvements. The Grants are designed to strengthen and promote equity among the businesses that create a vibrant, unique, and historic environment of the GMS commercial corridor.

The program disburses grants on a reimbursement basis and is generously supported by the DC Department of Small and Local Business Development.

**Who is eligible?**

Owners/tenants of existing commercial buildings located within GMS’ commercial corridor boundaries – Wisconsin Avenue NW, from K St NW to Whitehaven Parkway NW.

Who is not Eligible:

* Adult entertainment
* Auto and auto body repair
* Auto sales
* Banks
* Phone stores
* Home-based business
* Hotel/Hostel
* Government entities

**Eligible Activities**

Projects eligible for GMS Storefront and Interior Improvement grants include:

* Façade and storefront improvements, including repairs to masonry, glass, woodwork or other façade components
* Paint
* Awning/Canopy repairs or replacements
* Exterior Lighting
* Signage (including signs, mounting brackets and other hardware, and window lettering)
* Interior improvements - including repairs to brickwork, plaster, heating, ventilation, and air equipment systems, furniture
* Interior decorations - including murals, lighting, paint
* Construction of bars, private rooms, vestibules, bathrooms, and kitchens
* Interior and exterior ADA accessibility updates
* Green and energy efficient installments & updates
* Acquisition of Georgetown University GoCard reader (to allow students to pay for meals and other items using their student ID)
* Acquisition of major items of permanent equipment, such as refrigerators, stoves, ovens, ventilation hoods, dishwashers, and point of sale systems

Projects eligible for GMS Business Operation Improvement grants include:

* Business planning
* Management training
* Government regulation assistance
* Marketing and branding assistance (social media, website, storefront/on-site, Yelp reviews, etc.)
* Tax preparation and accounting assistance
* Legal assistance
* One-on-one or collaborative business assistance

Designs are subject to review by GMS for eligibility.

**Timeline and Requirements**

The deadline for applications is midnight on April 30, 2019. GMS will only consider complete applications (an application checklist can be found below). Grant awards will be announced in May 2019.

Projects eligible for the 2019 Grant must be completed and completely paid for between October 1, 2018 – September 15, 2019.

A completed application consists of:

* Grant Application
* Copy of lease for business address
* Signed landlord affidavit for storefront and interior improvement assistance grant
* Copy of permits for installation (if necessary)
* If applying for a Storefront or Interior Improvement grant, renderings of fabrication and/or installation (drawing, photograph, design, etc.)
* If applying for a Business Operation Improvement grant, success metrics and goals
* Copy of proof of payment (cancelled check, credit card receipt, etc.) if requesting funds for a project already initiated or underway.

**Terms and Conditions**

The terms and conditions of the grant, which can be amended at any time, are currently as follows:

* All projects paid for by this grant must be complete between October 1, 2018 and September 15, 2019 – no projects outside this time frame will be considered.
* This grant is a reimbursement grant to the business owner. Payments will not be issued directly to designers, fabricators, installers, or other vendors.
* All awards are contingent on approval by the DC Department of Small and Local Business Development and the availability of funds. Submission of this application does not constitute an agreement to issue a grant award.
* For first floor businesses the grant will reimburse up to 100% of eligible expenses up to a total of $5,000 for applicants.
* For upper level businesses, the grant will reimburse up to 100% of eligible expenses of up to a total of $2,000 for applicants.
* All participants agree to allow GMS to install a small sign/plaque near their door stating that they have participated in the program and agree to keep the sticker present for 5 years.
* All required documentation listed in the checklist above must be submitted for the application to be considered complete. Incomplete applications are not eligible.
* Ineligible expenses include financing of existing debt, rent, payroll, day-to-day operational costs, maintenance and moving expenses, design costs, permit fees, and loan interest.

GMS reserves the right to refuse funding for projects that do not align with the mission of GMS as well as for any other reason agreed upon by the grant review committee.

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Jessie Himmelrich, Executive Director, Georgetown Main Street at [jessie@georgetownmainstreet.com](mailto:jessie@georgetownmainstreet.com).

**SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM: APPLICATION**

Business Name: Click or tap here to enter text.

Business License Number: Click or tap here to enter text.

Building Address: Click or tap here to enter text.

Applicant/Contact Name: Click or tap here to enter text.

Applicant Email: Click or tap here to enter text.

Applicant Phone: Click or tap here to enter text.

Applicant Project (check one):

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Paint

Awning/Canopy repairs or replacements

Exterior Lighting

Signage (including signs, mounting brackets and other hardware, and window lettering)

Interior improvements - including repairs to brickwork, plaster, heating, ventilation, and air equipment systems, furniture

Interior decorations - including murals, lighting, paint

Construction of bars, private rooms, vestibules, bathrooms, and kitchens

Interior and exterior ADA accessibility updates

Green and energy efficient installments & updates

Acquisition of Georgetown University GoCard reader (to allow students to pay for meals and other items using their student ID)

Acquisition of major items of permanent equipment, such as refrigerators, stoves, ovens, ventilation hoods, dishwashers, and point of sale systems

**Projects eligible for GMS Business Operation Improvement grants include:**

Business planning

Management training

Government regulation assistance

Marketing and branding assistance (social media, website, storefront/on-site, Yelp reviews, etc.)

Tax preparation and accounting assistance

Legal assistance

One-on-one or collaborative business assistance

Total Funds Requested: $ Click or tap here to enter text. Total Cost of Project: $Click or tap here to enter text.

**Project Description**

Please provide a brief description of the type of assistance for which you are applying, what problem/issue within your business you are addressing, and how this assistance will increase your business capacity. Please submit no more than one page, single spaced.

Click or tap here to enter text.

**INITIAL ALL THAT APPLY:**

Click or tap here to enter text.I am the owner/manager of (business) Click or tap here to enter text..

Click or tap here to enter text.This application is for a project that has already been completed.

Click or tap here to enter text.This application is for a project that is underway.

Click or tap here to enter text.This application is for a project that will be completed by (date)Click or tap here to enter text..

Click or tap here to enter text.I understand that the program can provide reimbursement for up to $5,000 for a first floor business and reimbursement for up to $2,000 for a second floor business.

Click or tap here to enter text.I understand that I am required to pay for all costs upfront.

Click or tap here to enter text.I understand that I will be required to provide invoices, quotes, and proof of payment to qualify for the reimbursement. The signature of the business owner is required below.

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Business Owner Signature Business Owner Name Date

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Property Owner Signature Property Owner Name Date

Please submit by April 30, 2019. Awards are based on the availability of funds. This application does not constitute a grant agreement.

*\*\*\*All information provided in the application and required attachments is confidential and will not be shared with anyone besides GMS Executive Director and selection committee.\*\*\**

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**REQUIRED ATTACHMENTS:**

[ ] Completed Application

[ ] Copy of lease for installation address that expires no less than 24 months from the due date of the application

[ ] Landlord affidavit

[ ] Certificate of Good Standing issued by the Department of Consumer and Regulatory Affairs no earlier than February 1, 2019

[ ] Copy of quote from consultants or firms including qualifications (business license, CBE documentation, CV/resume, etc.)

[ ] Copy of proof of payment (cancelled check, credit card receipt, etc.)