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# DISTRICT BRIDGES

## Small Business Grants Program

### I. PROGRAM GUIDELINES

#### 1. APPLICATION PROCESS

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Applications are available on the District Bridges website at:

<https://districtbridges.org/pages/small-business-grants-programs>

The maximum grant amount awarded is \$2,000. Applicants may contact District Bridges to ask questions and receive guidance on preparing the application via email at [grants@districtbridges.org](mailto:grants@districtbridges.org).

**Applications are due by Monday, April 2nd, 11:59PM.**

Businesses must submit their completed applications via email to [grants@districtbridges.org](mailto:grants@districtbridges.org). No hardcopy applications will be accepted.

All requested documents must be submitted with the application. Incomplete applications will not be reviewed until all documentation is submitted. No additional documents will be accepted after the application deadline. Evaluation of applications and determination of eligibility is based solely on the documents provided by applicant.

Applicants will be notified of their award status no later than Monday, April 30, 2018. Each grant recipient must sign a grant agreement before receiving grant funds. The agreement will include specific terms and conditions related to the award.

District Bridges will conduct a site visit to confirm completion of all funded activities. Grantees will be required to submit a final report no later than Friday, September 28, 2018. The report will include:

1. Narrative Summary of the activities related to the project supported by the grant.
2. Description of the results and impacts of the project.
3. Financial Report on expenditures indicating how grant was spent.
4. Copies of receipts, including cancelled checks, credit card receipts, and paid invoices for all grant expenditures.
5. *If applicable:* Before and After Photographs of exterior or interior improvements.
6. *If applicable:* Marketing materials, media coverage or other materials generated by or about the project.

The grant period for each grant is approximately five months from the date of the award. All funds must be expended and documentation report received no later than Friday, September 28, 2018. Any funds not expended as proposed by Friday, September 28, 2018, must be reimbursed to District Bridges within 10 days.

Information provided as a part of this grant application shall only be used in evaluating this application. The information will not be made public or shared with any government entity.

## **2. APPLICANT ELIGIBILITY REQUIREMENTS**

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To qualify for a grant, the applicant must:

- Be incorporated in the District of Columbia, demonstrated by a current business license.
- Be located within the boundaries of the Columbia Heights and Mount Pleasant Main Street or the Lower Georgia Avenue Main Street boundaries.
- Demonstrate the availability of funding from other sources for any amount of the project budget that exceeds the requested grant amount.
- Demonstrate the capacity to complete the project specified in the application and provide documentation of the expenditure of grant funds no later than Friday, September 28, 2018.
- Own the real property where the business is located or have a current lease that expires no less than 24 months from the due date of the application (i.e., lease expires after April 1, 2020).
- Submit a complete application, including all documents listed in the Application Checklist by the deadline of April 2, 2018.

District Bridges will not provide a grant to any of the following types of entities:

- Adult entertainment.
- Gas stations.
- Banks.
- Home-based businesses.
- Any organization that discriminates against individuals on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, physical handicap, or any other protected class under the DC Human Rights Act and/or any federal anti-discrimination statute or regulation.
- Any religious organization that plans to use grant funds to benefit specific denominations or congregations.
- Nonprofit organizations.
- District of Columbia agencies.

### 3. PROJECT ELIGIBILITY REQUIREMENTS

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There are three types of support that can be funded through this grant: (1) exterior and storefront improvements; (2) interior renovations, upgrades, or equipment; and (3) technical assistance. The applicant can request support in all three areas, but the combined amount requested for funding cannot exceed \$2,000.

#### EXTERIOR AND STOREFRONT IMPROVEMENTS

Eligible exterior and storefront improvement projects are smaller design fixes and not expansive façade improvements. Applicants who are leasing properties must obtain written approval from the property owner(s) for physical improvements or alterations to commercial property [SECTION 5]. Examples of allowed improvements are the following:

Business sign:

- Installation, repair, replacement, and/or removal of business sign.
- Sign text must include the business name; additional text must be approved by District Bridges.
- Compliance with DC Historic Preservation office Guidelines, if applicable.

Awning:

- Repair of existing canvas awnings.
- Installation of a canvas awning if there is demonstrated environmental or aesthetic need that makes an awning a better choice than a business sign.
- Text on the awnings must include the name of the business; additional text must be approved by District Bridges.
- Repair or installation of vinyl awnings is not permitted.

Lighting:

- Installation of exterior lighting for business sign.
- Installation of exterior lighting that supports public safety or illumination of sidewalk.

Paint Touch-Ups:

- Painting touch-ups of exterior walls, trim, doors, and railings attached to storefronts.

Power Wash / Repointing of Brick

Construction of outdoor seating areas

Security Gate:

- Removal of exterior fixed or rolling security bars or grates (solid or open weave).
- Installation of security grates in the interior of the commercial space, if the new grate is as transparent as or more transparent than the existing exterior security grate.
- Installation of new security grates on properties that did not previously have security grates is not permitted.

Doors and Windows:

- Replacement of broken doors, entryways, or storefront window glass.
- Replacement of Plexiglas storefront windows with glass windows.
- Replacement of single-pane storefront window glass with laminated security glass if such a service would enable the Applicant to permanently remove exterior or interior security grates/bars.

## **INTERIOR IMPROVEMENT PROJECTS**

Eligible interior improvement projects are primarily for decorative, minor remodels, and permanent equipment. Applicants who are leasing properties must obtain written approval from the property owner(s) for physical improvements or alterations to commercial property [SECTION 5]. Examples of allowed improvements are the following:

Interior walls and floors:

- Brickwork, painting, plaster, tiling installed or repaired.

Equipment:

- Heating, Air Conditioning or Ventilation systems installed or repaired.
- Permanent equipment such as refrigerators, stoves, ovens, ventilation hoods, dishwashers, and point of sale systems.
- Storage or shelving installed or repaired.

Interior Décor and Remodels:

- Lighting installed, replaced, or repaired.
- Installation of amenities such as bars, vestibules, dining areas, dance floors.
- Artwork or murals affixed to interior walls.

## **TECHNICAL ASSISTANCE**

Eligible technical assistance grants are for contracted services with an approved expert in the services required by the business. District Bridges can support the business in identifying a qualified consultant. All consultants must be approved by District Bridges prior to signing of the grant agreement letter. Examples of allowed technical assistance are the following:

Financial:

- Accounting, bookkeeping, tax preparation.
- Access to capital, loans, and grants.
- Succession planning: selling business, mergers, and retirement.
- Debt management.

Business Management:

- Business/Strategic planning.
- Growth strategy.
- Human resource management.
- Technology consultation.
- Legal and contracting assistance.
- Industry-specific consultation.

Facility Planning:

- Real estate acquisition, relocation, and loan negotiations.
- Façade, storefront, architectural, lighting, and remodeling design.
- Interior design.

Marketing:

- Market analysis.
- Social media strategy.
- Website design or upgrade.
- Promotional events and advertising.
- Logos, branding, and print materials.

**DISTRICT BRIDGES  
Small Business Grants Program  
II. 2018 GRANT APPLICATION**

**SECTION 1. APPLICANT INFORMATION**

This information pertains to the business that will benefit from the Small Business Grant.

**BUSINESS**

Registered Business Name: \_\_\_\_\_

\_\_\_\_\_

Trade name/dba (if different from Registered Name): \_\_\_\_\_

\_\_\_\_\_

Year business established: \_\_\_\_\_

Brief description of type of business (e.g., restaurant, book store, dentist) and primary activities and achievements: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Office Phone: \_\_\_\_\_

This section pertains to the business owner who is applying for the Small Business Grant. If there are multiple business owners, all owners must sign the Application [SECTION 4].

**BUSINESS OWNER**

Business Owner(s) Name(s): \_\_\_\_\_

\_\_\_\_\_

Business Owner(s) Cell Phone Number(s): \_\_\_\_\_

\_\_\_\_\_

Business Owner(s) Email(s): \_\_\_\_\_

\_\_\_\_\_

## **SECTION 2. PROJECT OVERVIEW**

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This section pertains to the proposed project activities for which the applicant seeks funding.

### **PROJECT DESCRIPTION:**

1. Indicated the type(s) of project:      Exterior      Interior      Technical Assistance
2. Please give a brief summary of the planned activities (no more than 2,000 characters).

3. Explain the current conditions and why the project is needed (no more than 2,000 characters):





**Please provide any additional information that explains project implementation, including any support needed from District Bridges to help identify a qualified vendor or TA expert.**

Please provide a plan for verifying that project has been completed:

### **SECTION 3. PROJECT BUDGET**

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This section pertains to the proposed project costs for which the applicant seeks funding.

#### **TOTAL COSTS**

**Total Costs for Exterior Project:** \_\_\_\_\_  
*(include vendor estimates in attached documentation)*

**Total Costs for Interior Project:** \_\_\_\_\_  
*(include vendor estimates in attached documentation)*

**Total Costs for Technical Assistance:** \_\_\_\_\_  
*(include vendor estimates in attached documentation)*

**Total Amount Requested for All Project Activities:** \_\_\_\_\_

#### **ADDITIONAL FUNDING (if applicable)**

Please complete the below table if additional funds beyond what is provided by the District Bridges Small Business Grant are required to complete proposed projects:

<b>Project Activities to be Funded by Additional Source</b>	<b>Funding Source <i>Name &amp; Address</i></b>	<b>Date Available</b>

## SECTION 4. AGREEMENT BY BUSINESS OWNER(S)

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As business owner(s) of \_\_\_\_\_, I/we have:  
*[name of business]*

- reviewed the District Bridges Small Business Grant Application Guidelines document that was provided with this application;
- used the Application Checklist to ensure that this application is complete on submission;
- understood that determination of Small Business Grant awards are at the discretion of District Bridges;
- understood that I will have to pay the fees to obtain copies of required certifications and building permits (estimated at \$150-\$500) depending on the improvement);
- agreed to maintain sufficient insurance coverage for property damage and personal liability relating to the storefront improvement project;
- agreed to work with the approved vendor/contractor to implement the requested services should District Bridges approve my service request(s);
- agreed to obtain written approval from District Bridges before removing or changing grant-funded improvements for two years after completion (approximately September 2020).

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Signature of Business Owner

Signature of Co-Business Owner  
(if applicable)

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Print Name of Business Owner

Print Name of Co-Business Owner  
(if applicable)

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Date

Date  
(if applicable)

**SECTION 5. APPROVAL AND AGREEMENT BY PROPERTY OWNER(S)**

As property owner(s) of \_\_\_\_\_, I/we have:  
[address of commercial property]

- reviewed the requested exterior and/or interior improvements for which my business owner tenant is applying for the District Bridges services [SECTION 2];
- agreed to allow those physical improvements to my commercial property should District Bridges approve the request for service(s);

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Signature of Business Owner

Signature of Co-Business Owner  
(if applicable)

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Print Name of Business Owner

Print Name of Co-Business Owner  
(if applicable)

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Date

Date  
(if applicable)

**DISTRICT BRIDGES**  
**Small Business Grants Program**  
**III. APPLICATION CHECKLIST**

**1. APPLICATION PROCESS**

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Applications should use this Checklist to confirm all required documents are included in the final application submission.

- Complete responses** to all questions asked in the application, including signature page [SECTION 4]
- Certificate of Occupancy** issued by DCRA with:
  - name of applicant business
  - use consistent with the current business operations
- Certificate of Good Standing** issued by OTR OR **Clean Hands Certificate** issued by DCRA/OTR with:
  - name of the applicant business
  - issue date within 30 days of application submission
  - signature and stamp/seal by OTR and/or DCRA staff
- Copy of applicant's 2017 **federal tax return** (or for 2016 if 2017 has not yet been filed)
- Detailed **Line Item Budget with Narrative** of how funds will be used for proposed project
- Photograph of current condition** of exterior or interior for which funding is requested
- Work Order or Cost Estimates** that:
  - is from a licensed Vendor or a Contractor approved by District Bridges
  - itemizes the tasks, materials, and related costs needed to implement project
  - indicates earliest start date that the vendor/contractor can begin work
  - indicates project duration (number of days needed to complete the project)
  - indicates vendor's commitment to complete services on or before Sept. 28, 2018.
- Specifications and design schematics** for proposed exterior or interior project that describes the dimensions and materials to be used and depicts the appearance once completed.
- Cut sheets, catalog pages, or other product information** to verify costs of any equipment to be acquired as part of the project.

*(If Applicant is applying for technical assistance and has identified a preferred consultant)*

- Resume or CV** for proposed consultant

*(If Applicant leases the commercial space and is applying for building exterior/interior changes)*

- Copy of current executed **lease** with expiration date.
- Property owner(s) signature(s) authorizing physical improvements** to the leased commercial space. [SECTION 5]

*(If Applicant owns the commercial property and is applying for building exterior/interior changes)*

- Copy of deed for property (available from the DC Recorder of Deeds)