

**2019 LGAMS Small Business Grants**

**APPLICATION GUIDELINES**

**SUMMARY**

District Bridges’ Lower Georgia Avenue Main Street (LGAMS) program will provide a grant of up to $2,000 to approximately 4 small businesses in the Main Streets corridor. ***Only businesses located on Georgia Avenue NW from Barry Place NW to Upshur Street NW are eligible to apply.*** Funds can be used for technical assistance, marketing, exterior and storefront improvements, interior renovations, and/or equipment. **Applications are due Wednesday, May 29, 2019**. Awards will be made June 13, 2019. All project activities must be completed by September 27, 2019. Please read the below guidance for information on how to apply. If you have any questions, please feel free to contact Jennifer Kuiper, Neighborhood Director of the LGAMS, at grants@districtbridges.org.

**APPLICATION PROCESS**

Applications are available on the District Bridges website or by sending a request to Grants@districtbridges.org or by calling Jennifer Kuiper at (202)450-4409. The maximum grant amount awarded is $2,000. Applicants may contact Jennifer Kuiper with the LGAMS program to ask questions and receive guidance on preparing the application.

**An information session in both English and Spanish** for all interested applicants will be held on Tuesday, May 14, 1:30PM. The session will be at the District Bridges office, 3400 11th Street NW #200 (upstairs), Washington, DC, 20010. If applicants are unable to walk upstairs, special accommodations can be made upon request.

Businesses can submit their completed applications via email to [jennifer@districtbridges.org](mailto:jennifer@districtbridges.org). If the applicant is unable to submit all documents via email, they can contact Jennifer Kuiper to make alternative arrangements.

**Applications must be received no later than Wednesday, May 29, 2019, 11:59pm.**

**Applicants will be notified of their award status no later than Thursday, June 13, 2019.**

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

**GRANT FINAL REPORT**

The grant period for each grant is approximately two and a half months from the date of the award. All funds must be expended and report with documentation submitted to District Bridges no later than **Friday, September 27, 2019**. The Grantees final report should include:

1. Brief description of completed project.
2. Copies of receipts, including cancelled checks, credit card receipts, and/or paid invoices for all grant expenditures.
3. *If applicable*: Before and After photos of improvements funded by the grant,

Any funds not expended as proposed by Friday, September 27, 2019, must be returned to District Bridges for reallocation to support other small businesses in the Lower Georgia Avenue Main Street.

**APPLICANT ELIGIBILITY REQUIREMENTS**

To qualify for a grant, the applicant must:

* Not be a previous District Bridges Small Business Grant Recipient.
* Be incorporated in the District of Columbia, demonstrated by a current business license.
* Be located within the boundaries of the Lower Georgia Avenue Main Street. The boundaries are from Barry Place NW to Upshur Street NW on Georgia Avenue NW.
* Submit a complete application and copy of Business License by the deadline of May 29, 2019.

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.
* Churches and nonprofit organizations.
* District of Columbia government agencies.

**PROJECT ELIGIBILITY REQUIREMENTS**

Funds can be used for technical assistance, marketing, exterior and storefront improvements, interior renovations, and/or equipment. The combined amount requested for funding cannot exceed $2,000. Note that each business is responsible for determining DC government permit or licensing requirements and obtaining required permissions prior to beginning the project.

**TIMELINE**

|  |  |
| --- | --- |
| Friday, May 10, 2019 | Application is announced |
| Tuesday, May 14, 2019, 1:30pm | Information session (both English and Spanish) |
| Wednesday, May 29, 2019, 11:50pm | Application is due |
| Thursday, June 13, 2019 | Awards announced |
| September 27, 2019 | Projects and final reporting completed |

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**APPLICATION**

Please fill out the following information and submit with your Business License.

**SECTION 1. APPLICANT INFORMATION**

**BUSINESS**

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

Registered Business Name:

Trade name/DBA (if different from Registered Name):

Brief description of type of business (e.g., restaurant, book store, dentist):

Year business established or expected date of opening:

Business Address:

Mailing Address (if different from business address):

Business Phone:

OPTIONAL: Website:

OPTIONAL: Social Media sites (Facebook, Instagram, Twitter, Yelp):

**BUSINESS OWNER**

*This section pertains to the business owner(s) who is applying for the Small Business Grant.*

Business Owner(s) Name(s):

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

Business Owner(s) Email(s):

**SECTION 2. PROJECT DESCRIPTION**

**PROJECT DESCRIPTION**

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

Please provide brief summary of proposed project (no more than 300 words):

How will the proposed project help to support your business (no more than 300 words):

Please describe how you plan to implement your project (no more than 300 words):

**SECTION 4. PROJECT BUDGET**

*This section pertains to the proposed project costs.*

**TOTAL PROJECT COSTS**

Please provide a summary of costs for the proposed project, such as materials, labor, installation, etc. Each line should list the Item, Item Cost, and Source of Funding to cover the item’s cost (e.g., District Bridges grant, loan, other grant, business operating funds, etc.).

|  |  |  |
| --- | --- | --- |
| **Item** | **Item Cost** | **Source of Funding** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **TOTAL PROJECT COST** | **$** |  |
| **Total grant request from District Bridges** | **$** |  |

**SECTION 5. APPLICATION CHECKLIST**

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

**Complete responses** to all questions asked in the application.

**Copy or photograph of business owner’s** Business License valid in Washington, DC.