**Summer 2020 LGAMS COVID Response   
Small Business Grants** 

**APPLICATION GUIDELINES**

**SUMMARY**

District Bridges’ Lower Georgia Avenue Main Street program will provide a grant of up to $2,000 to small businesses on the Main Streets corridor. Funds can be used for equipment, exterior and storefront improvements, reimbursements for utilities, technical assistance, or legal support. Applications are due Friday, August 14, 2020. Awards will be announced by August 28, 2020. All project activities must be completed by September 15, 2020. Please read the below guidance for information on how to apply. If you have questions, please feel free to contact Starsha Valentine, Small Business TA Specialist, Lower Georgia Avenue Main Street, at (301)455-8740 or starsha@districtbridges.org.

**APPLICATION PROCESS**

Applications are available on the District Bridges [website](https://www.districtbridges.org/lower-georgia-avenue-main-street/?ctx=lower-georgia-avenue) or by sending a request to Starsha Valentine at [starsha@districtbridges.org](mailto:starsha@districtbridges.org) or (301)455-8740. The maximum grant amount awarded is $2,000.

**Information sessions** (nonmandatory)for all interested applicants will be held on Friday, July 24 at 9:30am (English) and 11:00 am (Spanish). The sessions will be conducted remotely using the ZOOM meetings platform.

**English, July 24, 2020, 9:30 am**:

Join Zoom Meeting

<https://zoom.us/j/95120859266?pwd=YXlEdG53Tm5wTWJrSjd0c0F1NGlVQT09>

Meeting ID: 951 2085 9266

Password: 519458

One tap mobile

+13017158592,,95120859266#,,,,0#,,519458# US (Germantown)

+13126266799,,95120859266#,,,,0#,,519458# US (Chicago)

**Spanish, July 24, 2020, 11:00am:**

Join Zoom Meeting

<https://zoom.us/j/92176694588?pwd=blQ2aXQrV1REckZ6SGREV2hhTjY2dz09>

Meeting ID: 921 7669 4588

Password: 383267

One tap mobile

+13017158592,,92176694588#,,,,0#,,383267# US (Germantown)

+13126266799,,92176694588#,,,,0#,,383267# US (Chicago)

Businesses can submit their completed applications by one of the following ways:

1. Completing the Google Form [**HERE**](https://forms.gle/GSrY1oogLgJiTZuL9) and uploading all necessary materials;
2. Downloading a Word version of the application from the [Lower Georgia Ave webpage](https://www.districtbridges.org/lower-georgia-avenue-main-street/?ctx=lower-georgia-avenue) and email the completed document to [starsha@districtbridges.org](mailto:starsha@districtbridges.org); or
3. If the applicant is unable to submit all documents online, they can contact Starsha Valentine to make alternative arrangements.

**Applications and all required support documentation must be received no later than Friday, August 14, 2020, 11:59pm.**

**Applicants will be notified of their award status no later than Friday, August 28, 2020.**

**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 or individuals not part of the Selection Committee team.

**GRANT FINAL REPORT**

The grant period for each grant will be determined on a case-by-case basis. . All funds must be expended and a report with documentation submitted to LGAMS no later than **Tuesday, September 15, 2020**. The Grantees final report should include:

1. Brief description of how the funds were used
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 exterior or interior improvements or installation of purchased equipment.
4. *If applicable*: Copies of any materials developed with the use of grant funds.

Any funds not expended as proposed by September 15, 2020, 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 in 2020.
* 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 the north side of Barry Place NW to the south side of Upshur Street NW on Georgia Avenue NW. If applying for PPE only, businesses located on Upshur Street between Georgia Avenue and 8th Street NW.
* Be open for business by August 21, 2020. If you are only open online due to COVID, please explain in your application.
* Own the real property where the business is located or have a current lease that expires no less than 12months from the due date of the application (i.e., lease expires after August 2021).
* Submit a complete application, including all documents listed in the Application Checklist by the deadline of August 14, 2020.

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:

* Equipment
* Exterior and interior storefront improvements
* Personal protection equipment (PPE)
* Reimbursements for utilities and/or rent
* Technical assistance (marketing, business planning, product pricing, grant writing, website development etc.)
* Legal support (lease negotiations, mortgage relief guidance, etc. )

The combined amount requested for funding cannot exceed $2,000. If the total project cost is more than $2,000, please include an explanation of the additional sources of funds to complete the project. Note that each business is responsible for determining DC government permit or licensing requirements and obtaining required permissions prior to beginning the project.

**TIMELINE**

|  |  |
| --- | --- |
| Monday, July 20, 2020 | Application is announced and posted on website |
| Friday, July 24, 2020, 9:30 am | Information session - English |
| Friday, July 24, 2020, 11:30 am | Information session - Spanish |
| Friday, August 14, 2020, 11:59pm | Application is due |
| Friday, August 28, 2020 | Awards announced |
| Tuesday, September 15, 2020 | Projects and final reporting completed |

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**APPLICATION**

Please fill out the following information and submit with all supporting documents listed at the end (checklist).

**SECTION 1. APPLICANT INFORMATION (0 points)**

**BUSINESS**

*This information pertains to the business that will benefit from the* Summer2020 LGAMS COVID Response   
Small Business Grants*.*

Registered Business Name:

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

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

Estimated gross revenue for 2019:

Business Address:

Mailing Address (if different from business address):

OPTIONAL: Website:

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

Office Phone:

**BUSINESS OWNER**

*This section pertains to the business owner(s) who is applying for the* Summer2020 LGAMS COVID Response Small Business Grants*. If there are multiple business owners, all owners must sign the Application [SECTION 5].*

Business Owner(s) Name(s):

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

Business Owner(s) Email(s):

**SECTION 2. BUSINESS CONTRIBUTION TO THE COMMUNITY (25 points)**

Year business established: (5 points)

At time of application, number of fulltime workers (30 or more hours weekly, including any owners working at business): (5 points)

At time of application, number of part-time workers (less than 30 hours weekly): (5 points)

How will your business support the community in which it is located after its recovery? (no more than 300 words): (10 points)

**SECTION 3. PROJECT OVERVIEW (55 points)**

**PROJECT DESCRIPTION**

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

Please provide brief summary of how you will use the grant funds (no more than 300 words) (20 points):

How will the grant support your business’ recovery? (no more than 300 words) (20 points):

**IMPLEMENTATION PLAN :** (15 points)

Please complete the below table to summarize your project implementation plan and timeline (additional rows may be added).

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Start Date** | **End Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**OPTIONAL**: If needed, please provide any additional information about your project. (No more than 300 words.)

**SECTION 4. PROJECT BUDGET (20 points)**

*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., Lower Georgia Ave Main Street grant, loan, other grant, business operating funds, etc.).

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

**OPTIONAL**: If needed, please provide any additional information about your budget. (No more than 300 words.)

**SECTION 5. AGREEMENT BY BUSINESS OWNER(S)**

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

                         [*name of business*]

* Used the Application Checklist to ensure that this application is complete on submission.
* Understood that determination of Small Business Grant awards is at the discretion of the Lower Georgia Avenue Main Street Selection Committee.
* Agreed to maintain sufficient insurance coverage for property damage and personal liability relating to the funded project, if applicable.

Signature of Business Owner Signature of Co-Business Owner

(if applicable)

Print Name of Business Owner Print Name of Co-Business Owner

(if applicable)

Date Date

(if applicable)

**SECTION 6. APPROVAL AND AGREEMENT BY PROPERTY OWNER(S)**

This is only required if you are requesting funding for exterior and/or interior improvements.

As property owner(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I/we have:

                         [*address of commercial property*]

* Reviewed the requested exterior and/or interior improvements proposed by my business owner tenant in SECTION 3 Project Overview of the business’s grant application.
* Agreed to allow those physical improvements to my commercial property should the Lower Georgia Avenue Main Street approve the grant application.

Signature of Property Owner Signature of Co-Property Owner

(if applicable)

Print Name of Property Owner Print Name of Co-Property Owner

(if applicable)

Date Date

(if applicable)

**SECTION 7. APPLICATION CHECKLIST**

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

 **Complete responses** to all application questions, including signature page [SECTIONS 1-5]

 **Basic Business License** issued by DCRA with:

* name of applicant business
* use consistent with the current business operations

 **Photograph of current condition** of exterior or interior for which funding is requested. (if applicable).

 **Receipts for bills that need reimbursement**

*(If Applicant leases the commercial space)s)*

 **Copy of current executed lease** with expiration date that is after August 2021.

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

 **Property owner(s) signature(s) authorizing physical improvements** to the leased commercial space. [SECTION 6]

*(If Applicant owns the commercial property))*

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