



## 2022 Chevy Chase Main Street Small Business Grants APPLICATION GUIDELINES

### SUMMARY

The Chevy Chase Main Street (CCMS) program will provide a grant of up to \$3,000 for small businesses in the Main Street corridor. **Only businesses located within the Chevy Chase Main Street boundaries are eligible to apply.** Funds can be used for technical assistance, exterior and storefront improvements, interior renovations, security improvements, and/or equipment. **Applications are due Monday, January 31, 2022, by 5:00 pm. No extensions will be considered.** Grant awards will be announced by Wednesday, February 23, 2022. All project activities must be completed by August 30, 2022. Please read the guidance below for information on how to apply. If you have any questions or need assistance preparing your application, please contact Alex Krefetz, Program Manager of CCMS, at [ccms@districtbridges.org](mailto:ccms@districtbridges.org).

### APPLICATION PROCESS

Applications are available in English on the District Bridges' website ([www.districtbridges.org](http://www.districtbridges.org)) or other languages as needed by sending a request to [ccms@districtbridges.org](mailto:ccms@districtbridges.org). The maximum grant amount awarded is \$3,000.

**Information sessions** for all interested applicants will be held on:

- Information Session #1: Tuesday, January 4, 2022, 3:00 pm
  - Join by computer, tablet or smartphone - <https://us06web.zoom.us/j/84694440975>
  - Join by phone: 1 301 715 8592, Meeting ID: 846 9444 0975
- Information Session #2 + Work Session: Friday, January 14, 2022, 10:00 am
  - Join by computer, tablet or smartphone - <https://us06web.zoom.us/j/87340592745>
  - Join by phone: 1 301 715 8592, Meeting ID: 873 4059 2745

If you are not able to attend, the 1/4/22 information session will be recorded. Email [ccms@districtbridges.org](mailto:ccms@districtbridges.org) to request the recording.

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

**Applications must be received no later than Monday, January 31, 2022 by 5:00 pm.**

**Applicants will be notified of their award status no later than February 23, 2022.**

**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.

## SITE VISIT

District Bridges staff will be conducting site visits to all grantees between June and July to evaluate progress for project implementation. Grantees will be informed in advance of the exact date of the site visit. A final site visit will be made upon project completion of the funded project in coordination with the business owner but no later than August 30th, 2022.

## GRANT FINAL REPORT

The grant period for each grant is approximately six months from the date of the award. All funds must be expended and reported with documentation submitted to District Bridges upon completion of the funded project but no later than **August 30, 2022**. 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 August 30, 2022, must be returned to District Bridges for reallocation to support other small businesses in the Chevy Chase Main Street.

## APPLICANT ELIGIBILITY REQUIREMENTS

To qualify for a grant, the applicant must:

- Be incorporated in the District of Columbia, demonstrated by a current business license.
- One of the following:
  - Have at least 1 year left in your lease. You will need to submit a copy of your lease. If you own your property, you will need to provide proof of ownership
  - Letter from your landlord stating that your business is not in imminent threat of eviction due to the COVID-19 crisis
- Be located within the boundaries of the Chevy Chase Main Street. See map below and confirm eligibility using your business address [here](#), or reach out to [ccms@districtbridges.org](mailto:ccms@districtbridges.org)
- Submit a complete application and copy of Business License by the deadline of January 31, 2022 at 5:00 pm.

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, exterior and storefront improvements, interior renovations, security improvements and/or equipment. The combined amount requested for funding cannot exceed \$3,000.

Note that each business is responsible for determining DC government permit or licensing requirements and obtaining required permissions prior to beginning the project.

**Technical Assistance\*:** Eligibility under technical assistance includes hiring a consultant to provide technical assistance under specific topics:

- Accounting
- Financial management
- Marketing
- Quickbooks training

\*If you are interested in applying for technical assistance please let us know before starting your application as we might be able to connect you with free resources.

**Exterior 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. Examples of eligible improvements are the following:

- Business Sign
- Paint Touch-Ups
- Awning
- Doors and Windows
- Patios or decks (with evidence of proper Summer Garden or Sidewalk Cafe permits)
- Security grate removal

**Interior Improvements:** Eligible interior improvement projects are primarily 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, or demonstrate proposed project is allowed in existing lease. Examples of eligible interior improvements include the following:

- Interior walls, floors, ceilings
- Interior decor and remodels
- Equipment (see below for more information)

**Equipment:** Eligible equipment include:

- Heating, Air conditioning or ventilation systems; purchased, installed or repaired
- Permanent equipment such as refrigerators, stoves, ovens, ventilation hoods, dishwashers and point of sale systems.
- Storage or shelving; purchases, installed or repaired
- Point of Sale installation

**Security Improvements:** Eligible expenses under security include:

- Security cameras; purchase and installation (Must apply for DC government [rebate](#) to receive up to \$750 on equipment costs through the Office of Victim Services and Justice Grants (OVSJG). Applicant is responsible for reading eligibility for rebate and for applying for it.)

## TIMELINE

Monday, December 20, 2021	Application is announced
Tuesday, January 4, 2022, 3:00 pm	Information Session #1
Friday, January 14, 2022, 10:00 am	Information Session #2 and Work Session

Monday, January 31, 2022 at 5:00 pm	Application is due
February 3 - February 14, 2022	Selection Committee will review and score applications
Friday, February 18, 2022	Awards announced
Scheduled before Wednesday, August 31st 2022	Site visits for project progress
Wednesday, August 31st 2022	Projects and final site visit/reporting completed

**Chevy Chase Main Street Boundaries:**

- Confirm eligibility using your business address [here](#).

**2022 APPLICATION  
Chevy Chase Main Street Small Business Grants**

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

**SECTION 1. APPLICANT INFORMATION**

**BUSINESS (0 points)**

*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:

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. 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. PROJECT DESCRIPTION

**PROJECT DESCRIPTION (90 points)**

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

Please provide a brief summary of proposed project (no more than 300 words) **(25 points):**

How will the proposed project help to support your business (no more than 300 words) **(20 points):**

How will the proposed project help to support the community (no more than 300 words) **(25 points):**

Please describe how you plan to implement your project in terms of timeline, use of contractors, and any required permits or permissions (no more than 300 words) **(20 points):**

## SECTION 3. PROJECT BUDGET

**TOTAL PROJECT COSTS (10 points)**

*This section pertains to the proposed 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. If the total project cost is greater than the amount requested from District Bridges’ grant, please identify the expected source of additional funding (e.g., District Bridges grant, loan, other grant, business operating funds, etc.). Feel free to include a narrative justification if applicable.

Item	Item Cost	Source of Funding
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL PROJECT COST</b>	\$	
<b>Total grant request from District Bridges</b>	\$	

## SECTION 4. 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.
- Verify your business** is located within the Chevy Chase Main Street boundary.
- One of the following:**
  - **Copy of lease** showing at least 1 year remaining or proof of ownership
  - Letter from your landlord stating that your business is not in imminent threat of eviction due to the COVID-19 crisis
- Copy or photograph of business owner's** Business License valid in Washington, DC.
- If applicant is leasing the property** and proposing interior or exterior changes not allowed in the lease, please provide a signed permission from landlord allowing proposed project improvements to the property (see example, below).



