

Columbia Heights & Mount Pleasant Main Street



2023 CHMP Main Street Small Business Grants APPLICATION GUIDELINES

SUMMARY

The Columbia Heights & Mount Pleasant Main Street program will provide a grant of up to \$5,000 for small businesses in the Main Street corridor. ***Only businesses located within the Columbia Heights & Mount Pleasant 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 Tuesday, May 23rd, 2023, by 5:00 pm. No extensions will be considered.** Grant awards will be made by Friday, June 2nd, 2023. All project activities must be completed by September 15th, 2023. Please read the guidance below for information on how to apply.

If you have any questions or need assistance preparing your application, please contact Paco Ramos, Main Street Manager, Columbia Heights | Mount Pleasant, at paco@districtbridges.org

APPLICATION PROCESS

Applications are available in English on the District Bridges' website (www.districtbridges.org) or other languages as needed by sending a request to paco@districtbridges.org. The maximum grant amount awarded is \$5,000.

[Information sessions/Open office hours] for all interested applicants will be held on:

- Information Session #1: Thursday, May 4, 2020, 4:00 pm
 - <https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=NmU3NGxxbjdubGx1OHRscWdvMjQ0dmFrYjAgcGFjb0BkaXN0cmldGJyaWRnZXMub3Jn&tmsrc=paco%40districtbridges.org>
- Information Session #2: Thursday, May 10, 2020, 9:00 am
 - <https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=NmU3amJvdm43YWNRNGlhZWR1NGx1YnZiaDUgcGFjb0BkaXN0cmldGJyaWRnZXMub3Jn&tmsrc=paco%40districtbridges.org>

Email paco@districtbridges.org with any further questions.

Businesses can submit their completed applications via email paco@districtbridges.org . If the applicant is unable to submit all documents via email, please contact us to make other arrangements.

Applications must be received no later than Tuesday, May 23rd, 2023 by 5:00 pm.

Applicants will be notified of their award status no later than Friday, June 2nd, 2023.

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 July and August 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 September 15th, 2023.

GRANT FINAL REPORT

All funds must be expended and reported with documentation submitted to District Bridges upon completion of the funded project but no later than **September 15th, 2023**. The Grantees final report should include:

1. Completed final report form
2. Brief description of completed project.
3. Copies of receipts, including canceled checks, credit card receipts, and/or paid invoices for all grant expenditures.
4. *If applicable:* Before and after photos of improvements funded by the grant

Any funds not expended as proposed by September 15th, 2023, must be returned to District Bridges for reallocation to support other small businesses in the CHMP 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.
- **Have at least 2 years 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.
- Be located within the boundaries of the CHMP Main Street. See map below and confirm eligibility using your business address [here](#).
- Submit a complete application and copy of Business License by the deadline of May 23rd, 2023 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 \$5,000. 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, April 24, 2023 | Application is announced |
|------------------------|--------------------------|

| | |
|----------------------------------|--|
| Thursday, May 4, 2023, 4:00 pm | Information Session #1 |
| Thursday, May 11, 2023, 10:00 am | Information Session #2 |
| Tuesday, May 23, 2023 at 5:00 pm | Application is due |
| May 24-29, 2023 | Selection Committee will review and score applications |
| Friday, June 2, 2023 | Awards announced |
| May-August 2023 | Site visits for project progress |
| September 15, 2023 | Projects and final site visit/reporting completed |

CHMP Main Street Boundaries:

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

2023 APPLICATION

CHMP 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 (5 Points)

*This section pertains to the business owner(s). If there are multiple business owners, please clarify ownership and ensure that all owners sign the Application [SECTION 5]. **Businesses who are owned and operated by women and minorities will receive an extra five points.** For clarification, we follow the Small Business Administration's definition - a minority-owned or women-owned business is one in which the majority (at least 51%) of the company is owned and run on a daily basis by a member (or collection of members) of women or four ethnic or racial groups: African Americans, Asian Americans, Hispanic Americans, and Native Americans.*

Business Owner #1:

Name:

Cell Phone Number:

Email:

Optional

Gender Business owner identifies with: ☐ Male ☐ Female ☐ Other ☐ Prefer not to answer

Are you of Hispanic, Latino, or of Spanish origin? ☐ Yes ☐ No ☐ Prefer not to answer

Race Business owner identifies with (check all that apply):

- ☐ White
- ☐ Black or African American
- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian and Pacific Islander
- ☐ Other _____

Country of origin: _____

Business Owner #2:

Name:

Cell Phone Number:

Email:

Optional

Gender Business owner identifies with: ☐ Male ☐ Female ☐ Other ☐ Prefer not to disclose

Are you of Hispanic, Latino, or of Spanish origin? ☐ Yes ☐ No ☐ Prefer not to answer

Race Business owner identifies with (check all that apply):

- ☐ White
- ☐ Black or African American
- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian and Pacific Islander
- ☐ Other _____

Country of origin: _____

GRANT RECIPIENT INFORMATION (5 Points)

*This section pertains to the business. **Businesses who have not received a grant from CHMPMS in the past 3 years will receive an extra five points.***

Have you previously received a grant from CHMPMS? _____

If yes, in what year? _____

SECTION 2. PROJECT DESCRIPTION

PROJECT DESCRIPTION (85 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) **(20 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 |
|--|-----------|-------------------|
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| TOTAL PROJECT COST | \$ | |
| Total grant request from District Bridges | \$ | |

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 CHMPMS boundary.
- ☐ **Copy of lease** showing at least 2 years remaining or proof of ownership
- ☐ **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).

EXAMPLE OF 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 [described in SECTION 2] of the business's grant application.
- Agreed to allow those physical improvements to my commercial property should District Bridges approve the request for service(s).

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 5. AGREEMENT BY BUSINESS OWNER(S)

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.
- Verified that my business is within the Main Street boundaries.
- Used the Application Checklist to ensure the application is complete upon submission.
- Understand that determination of Small Business Grant awards are at the discretion of District Bridges Selection Committee and that I/we are not entitled to a grant by applying.
- Understand that I/we will have to pay the fees to obtain copies of required certifications and building permits for the proposed project. These costs are an eligible use for the District Bridges small grant if awarded.

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)