

# Tenleytown Main Street

4545 42nd Street, NW Suite 214  
Washington, DC 20016  
202.362.1815



## **2018 Tenleytown Main Street Storefront Improvement Projects Grant Application**

As part of Tenleytown Main Street’s commitment to supporting local businesses and contributing to ongoing storefront improvements, TMS is pleased to offer funding to help defray the costs of new business signs, awnings, and/or storefront window glass. Businesses within the TMS district can apply for up to \$7,500 per year (up to a lifetime max of \$15,000).

Since launching the small grant program in 2016, TMS has provided funding to seven Tenleytown businesses totaling more than \$12,000. Grants to date have ranged from \$900 to \$5,000.

Businesses interested in learning more about the grant program or with questions about how to make storefront improvements, can contact Tenleytown Main Street at 202-362-1815 or [info@tenleytownmainstreet.org](mailto:info@tenleytownmainstreet.org).

### **Deadline and Submission Instructions**

Applications will be accepted starting October 1, 2017 and considered on a rolling basis. Awards are based on the availability of funds. All applications must be received no later than August 31, 2018.

All required documentation listed in the checklist at the end of the application must be submitted for the application to be considered complete. Incomplete applications will not be reviewed until documentation is complete. TMS will evaluate applications on a rolling basis and make a determination on eligibility based solely on the documents provided by the applicant(s) and the availability of funds. TMS typically responds to grant applications within 10 business days.

Submit completed application materials by email to Leigh Catherine Miles, Executive Director, at [info@tenleytownmainstreet.org](mailto:info@tenleytownmainstreet.org) with the subject line “SIP Grant Application” or by postal mail to:

Tenleytown Main Street  
ATTN: SIP Grants  
4545 42<sup>nd</sup> Street  
Suite 214  
Washington, DC 20016

## Terms and Conditions

The terms and conditions of the grant, which can be amended at any time, are currently as follows:

- **Business Sign:** Eligible improvements include installation, repair, replacement, and/or removal of a business sign. Sign text must include the business name; additional text must be approved by TMS. Currently, ballast-backlit style signs are not permitted. Channel letter signs are allowed.
- **Awning:** Eligible improvements include repair of existing canvas awnings or installation of a canvas awning if there is demonstrated environmental or aesthetic need that makes an awning a better choice than a business sign. If there is no business sign, the awning must have the name of the business and street number imprinted on the canvas. All text must be approved by TMS. Repair or installation of vinyl awnings is not permitted.
- **Storefront Glass:** Eligible improvements include replacement of broken storefront window glass, or replacement of plexiglass storefront windows with glass windows.
- Signs and/or awnings paid for under this grant must be visible from the street. Interior signage is not eligible.
- Eligible expenses include fabrication and installation, mounting brackets and other hardware, and window lettering.
- Ineligible expenses include design costs, permit fees, interior electrical wiring, exterior lighting, maintenance, loan interest, or any work that is not specified in the work order submitted with the application.
- Designs are subject to review by TMS for eligibility.
- **For first floor businesses, the grant will reimburse 75% of the cost of eligible expenses, up to a total of \$7,500. The total funds granted for any single improvement category will not exceed \$5,000.**
- **For upper level businesses, the grant will reimburse 75% of the cost of eligible expenses, up to a total of \$1,000. Upper level businesses are only eligible for funding for signs or awnings.**
- This grant is a reimbursement grant. Payments will not be issued directly to designers, fabricators, installers, or other vendors.
- All awards are contingent on approval by Tenleytown Main Street and the availability of funds. Submission of this application does not constitute an agreement to issue a grant award.
- Improvements paid for under this grant must be completed no later than September 15, 2018.

To apply, please complete the following application form (2 pages) and attach the required documentation in the checklist. Incomplete applications will not be evaluated. **Submit COMPLETED application materials to Leigh Catherine Miles, Executive Director, Tenleytown Main Street, at [info@tenleytownmainstreet.org](mailto:info@tenleytownmainstreet.org)**

Applicants may contact Leigh Catherine Miles at 202-362-1815 to ask questions or receive guidance regarding the storefront improvement program.



**2018 Tenleytown Main Street  
Storefront Improvement Projects Grant  
Application**

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

Building Address: \_\_\_\_\_

Applicant (Building or Business Owner) Name: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

INITIAL HERE: \_\_\_\_\_ As **the owner/manager** of \_\_\_\_\_

business, located at \_\_\_\_\_, I am interested in participating in the Storefront Improvement Program.

-OR-

INITIAL HERE: \_\_\_\_\_ As **owner** of the property located at \_\_\_\_\_, I am interested in participating in the Storefront Improvement Program.

Current condition and need for sign, awning, and/or storefront glass improvement (describe briefly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK ALL THAT APPLY:

- This application is for signage that will be installed on (date) \_\_\_\_\_.
- This application is for an awning that will be installed on (date) \_\_\_\_\_.
- This application is for storefront windows that will be installed on (date) \_\_\_\_\_.



Tenleytown Main Street boundaries:

