

Tenleytown Main Street

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



2017 Tenleytown Main Street Storefront Improvement Projects Grant Application

Tenleytown Main Street is pleased to announce a storefront improvement grant program available to businesses within the TMS district (see attached map). As part of TMS' commitment to supporting local businesses and contributing to ongoing storefront improvements, this small grant program is intended to help defray the costs of new business signs, awnings, and/or storefront window glass. The maximum value of total services received by any one applicant cannot exceed \$7,500 in a single grant year, or \$15,000 in lifetime storefront improvement grant funds.

Deadline and Submission Instructions

Applications will be accepted starting December 1, 2016 and considered on a rolling basis. Awards are based on the availability of funds. All applications must be received no later than August 31, 2017.

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.

Submit completed application materials by email to Leigh Catherine Miles, Executive Director, at lc miles@tenleytownmainstreet.org with the subject line "SIP Grant Application" or by postal mail to:

Tenleytown Main Street
ATTN: SIP Grants
4545 42nd 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. Applicants are encouraged to review “A Guide to Storefront Design in the District of Columbia.”
- **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, 2017.

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 lcmiles@tenleytownmainstreet.org**

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



2017 Tenleytown Main Street
Sign & Awning Improvement Program
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) _____.

FOR YOUR APPLICATION TO BE REVIEWED, READ AND INITIAL ALL:

_____ I understand TMS will do its best to expedite this project to the extent possible and to minimize any disruption during the design phase of the project.

_____ I understand that the program will only provide reimbursement of 75% of eligible expenses, to a maximum of \$7,500 for first floor tenants and \$1,000 for upper-level tenants, and that reimbursement for any single category will not exceed \$5,000.

_____ I understand that I am required to pay for all upfront costs including permits required by the District of Columbia.

_____ I understand that I will be required to provide invoices, permits, and proof of payment to qualify for the reimbursement.

_____ I understand that signs, awnings and/or windows must be installed no later than September 15, 2017, and I have obtained a commitment in writing from the vendor to complete the project by this date.

Total Funds Requested: \$_____ **Total cost of project:** \$_____

Either the signature of the property owner *or* business owner is required below.

Property Owner Signature Property Owner Name Date

Business Owner Signature Business Owner Name Date

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REQUIRED ATTACHMENTS:

- Copy of current lease for installation address (if property owner, provide a copy of the Deed)
- Letter of support/approval from property owner for the proposed improvements
- Copy of Permits for sign and/or awning installation
- Copy of drawings for sign and/or awning fabrication
- Photograph or image file of the storefront element for which you are requesting assistance
- Copy of invoice(s)
- Copy of proof of payment (cancelled check, credit card receipt, etc.)
- Completed Application

Tenleytown Main Street boundaries:

