

# Tenleytown Main Street



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

## Small Business Grants Information & Application Fiscal Year 2020 (Oct. 1, 2019 – Sept. 30, 2020)

### **About the Program**

Tenleytown Main Street (TMS) is a community-based nonprofit organization that works to strengthen the economic vitality of the Tenleytown business district. We're here to help you grow and prosper your business. As part of our commitment to supporting local businesses, TMS is pleased to offer small business grants to help businesses make physical improvements that improve the overall visual appeal of their storefronts, the customer experience, and the health and safety of the business. Since the program began in 2016, TMS has issued more than \$130,000 in grants to Tenleytown businesses.

Businesses within the TMS district are eligible to apply for small business grants for the following:

- Façade and storefront improvements, including repair or replacement of glass, woodwork, masonry, or other façade components
- Repair 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. Repair or installation of vinyl awnings is not permitted.
- Signage, including signs, mounting brackets and other hardware, and/or window lettering. 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. Interior signage is not eligible.
- Exterior lighting for business signs or that is integral to the façade of the commercial building
- Exterior or interior painting
- Interior improvements, including repairs to brickwork, plaster, tiles, and/or HVAC

Other interior and exterior improvements may be considered on a case-by-case basis at the discretion of Tenleytown Main Street, its board of directors, and design committee. The small business grants may not be used for design costs, permit fees, maintenance, loan interest, or any work that is not specified in the work order submitted with the application.

All designs are subject to review by TMS and its design committee for eligibility.

Businesses interested in learning more about the grant program or with questions about how to make storefront or other business improvements, may 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 November 1, 2019 and considered on a rolling basis. Awards are based on the availability of funds. **All applications must be received no later than March 31, 2020; however, businesses are strongly encouraged to apply earlier.**

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 "Small Business Grant Application" or by postal mail to:

Tenleytown Main Street  
ATTN: Small Business 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:

- Businesses within the TMS district that have a current business license are eligible to apply for up to \$7,500 per year (up to a lifetime max of \$15,000).
- Designs are subject to review by TMS for eligibility and conformance to general design principles as put forth by the National Main Street Center, District of Columbia regulations, and the 2016 Tenleytown design study and recommendations. Businesses are encouraged

to contact Tenleytown Main Street in advance of submitting an application to discuss proposed improvements.

- This grant is a reimbursement grant. Payments will not be issued directly to designers, fabricators, installers, or other vendors.
- **For first floor businesses, the grant will reimburse 75% of the cost of eligible expenses, up to a total of \$7,500.**
- **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 may partner with a ground floor business to apply for exterior improvements, such as painting or façade improvements, that mutually benefit the businesses.**
- All awards are contingent on approval by Tenleytown Main Street and the availability of funds. Submission of an application does not constitute an agreement to issue a grant award.
- All grant recipients agree to allow TMS to install a small bronze plaque near their door stating that they have participated in the program, and agree to keep the plaque present for a minimum of 5 years. A sample image is included in this application packet.
- Improvements paid for under this grant must be completed no later than August 31, 2020.
- To apply, complete the following application form and attach the required documentation in the checklist. Incomplete applications will not be evaluated.

Submit application materials to Leigh Catherine Miles, Executive Director, Tenleytown Main Street, at [info@tenleytownmainstreet.org](mailto:info@tenleytownmainstreet.org) or by postal mail to:

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

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

# Map of Tenleytown Main Street Business District





**Sample acknowledgement plaque**

*Final design subject to change at the sole discretion of Tenleytown Main Street.*



**Tenleytown Main Street**  
**Small Business Grant Application**



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

Business License Number: \_\_\_\_\_

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

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

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

Check one of the following:

- I am applying as the business owner/manager of \_\_\_\_\_ (business)
- I am applying as the owner of the property located at \_\_\_\_\_ (address)

I am applying for the following eligible projects (check all that apply):

- Façade and storefront improvements, including repair or replacement of glass, woodwork, masonry, or other façade components.
- Repair or installation of a canvas awning
- Signage, including signs, mounting brackets and other hardware, and/or window lettering
- Exterior lighting
- Exterior painting
- Interior painting
- Interior improvements, including repairs to brickwork, plaster, tiles, and/or HVAC

**Total Funds Requested: \$** \_\_\_\_\_

**Total cost of project: \$** \_\_\_\_\_

Provide a brief description of the current condition and need for the physical improvements for which you are applying. Include how a small business grant will increase your business capacity.

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**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.

\_\_\_\_\_ 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 all work must be completed no later than August 31, 2020, and I have obtained a commitment in writing from the vendor to complete the project by this date. The project will be completed by \_\_\_\_\_.  
(DATE)

\_\_\_\_\_ I understand that my application is not complete unless and until I submit all the required attachments, as specified in the checklist on the final page of this application.

\_\_\_\_\_ I understand that if I receive a Small Business Grant from TMS, I must allow TMS to install a small bronze plaque on the building exterior near the primary business entrance stating that the business has received a grant and that I must agree to keep the plaque present for a minimum of five (5) years.

**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

***Applications will be accepted starting November 1, 2019 and considered on a rolling basis. Awards are based on the availability of funds. All applications must be received no later than March 1, 2020. This application does not constitute a grant agreement. All information provided in this application and required attachments is confidential and will not be shared with anyone besides the TMS Executive Director and grant application review committee.***

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**REQUIRED ATTACHMENTS CHECK LIST:**

- Completed Application
- 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
- Certificate of Good Standing issued by the DC Department of Consumer and Regulatory Affairs dated no earlier than October 1, 2019
- Copy of any required permits for sign, awning, windows, lighting installation, and/or other improvements
- Copy of drawings/plans for signs, awning, windows, lighting, or other improvements. For painting, provide a paint swatch or color specifications
- Photograph or image file of the exterior or interior element for which you are requesting assistance showing current condition
- Copy of purchase order or invoice(s)
- Copy of proof of payment (cancelled check, credit card receipt, etc.) *Can be submitted after grant is approved, but must be submitted before any grant payment from TMS can be made.*