

**2025 Barracks Row Main Street**  
**Small Business Technical Assistance Grant Program**  
**Application**

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

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

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

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

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

**About the Program**

Barracks Row Main Street is pleased to announce the expansion of our Small Business Technical Assistance (SBTA) portfolio to include infrastructure improvements to our historic buildings. To date, the SBTA program has distributed over \$130,000 in grant funds to nearly five dozen Barracks Row businesses to help defray the costs of new signs and awnings, interior equipment, security improvements, and systems upgrades. This program is funded through a generous Small Business Technical Assistance grant from the DC Department of Small and Local Business Development.

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

- Funds may be used for renovations, technical assistance (such as Point of Sale systems accounting services etc.), branding and marketing services, other services which may be approved by Grantor at its sole discretion.
- This grant is a reimbursement grant. Payments will not be issued directly to vendors.
- All awards are contingent on approval by the DC Department of Small and Local Business Development and the availability of funds. Submission of this application does not constitute an agreement to issue a grant award.
- **For first floor businesses, the grant will reimburse 70% of the cost of eligible expenses, up to a total of \$5,000.**
- **For upper level businesses, the grant will reimburse 70% of the cost of eligible expenses, up to a total of \$2,000.**
- **No business will be permitted to receive more than \$7,500 in SBTA funding in any three year period.**

Description of the project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

- 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 are not eligible.

- Ineligible expenses include but are not limited to design costs, permit fees, ongoing maintenance, contract services and loan interest.
- For Infrastructure Improvement Grants, the program is a joint investment between BRMS and the Building Owner. For restaurant users and service businesses, the tenant may provide the 30% Matching Funds, however for all retail tenants, the landlord must provide the matching funds and the tenant is not permitted to reimburse the landlord. Proof of payment of matching funds by an eligible party is a requirement of the grant.

To apply, please complete this application in full and attach the required documentation in the checklist. Incomplete applications will not be evaluated. **Submit COMPLETED application materials to Brian Ready, Executive Director of Barracks Row Main Street, at [brian.ready@barracksrow.org](mailto:brian.ready@barracksrow.org)**

INITIAL HERE: \_\_\_\_\_ As **the owner/manager** of \_\_\_\_\_ business, located at \_\_\_\_\_, I am interested in participating in the Small Business Technical Assistance Grant Program.

-OR-

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

INITIAL ALL THAT APPLY:

\_\_\_\_\_ This application is for eligible infrastructure work already installed.

\_\_\_\_\_ This application is for eligible infrastructure work that will be installed on (date) \_\_\_\_\_

\_\_\_\_\_ I understand Program Staff will do their best to expedite this project to the extent possible and to minimize any disruption during all phases of the project.

\_\_\_\_\_ I understand that the program will only provide reimbursement of 70% of eligible expenses, to a maximum of \$5,000 for first floor tenants and \$2,000 for upper-level tenants.

\_\_\_\_\_ I understand that I am required to pay for all upfront construction costs including construction 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 a grant, if awarded, may be less than the requested amount.

**Both** the signature of the property owner *and* business owner are required below.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Business Owner Name

\_\_\_\_\_  
Date

***The closing date for this grant period is April 30<sup>th</sup> 2025. Any applications received after April 30<sup>th</sup> 2025 or applications that are not complete as of April 30<sup>th</sup> 2025 may be cancelled. Applications will be accepted for this grant period between November 1<sup>st</sup> 2024 and April 30<sup>th</sup> 2025. Grant awards will be made on or before June 30<sup>th</sup> 2025. Awards are based on the availability of funds. This application does not constitute a grant agreement.***

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**REQUIRED ATTACHMENTS:**

- Copy of lease for installation address
- Copy of Permits for infrastructure installation
- Completed Application
- A Narrative about the Project
- Copy of proof of payment (canceled check, credit card receipt, etc)
- Copy of drawings (if needed)