

2023 Barracks Row Main Street
Infrastructure Improvement Program
Application

Business Name: _____

Building Address: _____

Applicant (Building or Business Owner) Name: _____

Applicant Email: _____

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 \$100,000 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:

- Point of Sale systems, electrical wiring, HVAC systems, interior lighting, and other equipment as approved on a case by case basis are included.
- 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 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.**
- **ALL participants agree to allow BRMS to install a small (4"x6") bronze plaque near their door stating that they have participated in the program, and agree to keep the plaque present for ten years. A sample image is on the third page.**

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 design costs, permit fees, maintenance, windows / glass, 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 the following page 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@barracksrow.org**

INITIAL HERE: _____ As the **owner/manager** of _____ business, located at _____, I am interested in participating in the Infrastructure Improvement 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.

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

Please submit by September 20th, 2023. Applications will be considered on a rolling basis, and awards are based on the availability of funds. This application does not constitute a grant agreement.

REQUIRED ATTACHMENTS:

- | | |
|--|--|
| <input type="checkbox"/> Copy of lease for installation address | <input type="checkbox"/> Copy of proof of payment (canceled check, credit card receipt, etc) |
| <input type="checkbox"/> Copy of Permits for infrastructure installation | <input type="checkbox"/> Copy of drawings (if needed) |
| <input type="checkbox"/> Completed Application | |

2023 Barracks Row Main Street
Infrastructure Improvement
Recognition Plaque

As a condition of receiving Façade Improvement grant funds, ALL participants must agree to allow BRMS to install, at our expense, a small (4"x6") bronze plaque near their door stating that they have received these grant funds, and agree to keep the plaque present for a minimum of ten years.

Plaques shall be installed at a point higher than four feet off the ground and lower than six feet off the ground, and shall be positioned in such a way as to be prominently visible to individuals entering the primary entrance to the establishment.

A sample of what the plaque may look like (though final design is subject to change at the sole discretion of BRMS) is as follows:



BOTH the signature of the property owner *AND* business owner acknowledging this requirement for participation in the program are required below.

Property Owner Signature

Property Owner Name

Date

Business Owner Signature

Business Owner Name

Date