

City of College Park  
 Department of Planning, Community, and Economic Development  
 4500 Knox Road  
 College Park, MD 20740  
 Phone: (240) 487-3543  
 Fax: (301) 887-0558



## FY 2016 BUSINESS RETENTION FUND APPLICATION

*Now Accepting Applications*

This program aims to retain high-quality tenants in the City of College Park (the “City”) by providing funds for existing businesses to assist with leasehold improvements. Applicants are eligible for a matching grant, not to exceed \$5,000, for a maximum 50 percent of the total improvement costs.

Please contact the Economic Development Coordinator at 240-487-3543 with any questions.

Please print legibly and return to the address above or by email to [rtoussaint@collegeparkmd.gov](mailto:rtoussaint@collegeparkmd.gov).

<b>1. PROPERTY INFORMATION</b>		
Property Address:		
Property Owner:		
Property Owner’s Address:		
City:	State:	Zip Code:
Contact Person:		
Phone:	Email:	

<b>2. APPLICANT INFORMATION</b>		
Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Mailing Address:		
City:	State:	Zip Code:
Business Owner:		
Phone:	Email:	
Contact Person (if different):		
Phone:	Email:	

<b>3. BUSINESS INFORMATION</b>
Type of business:
Start of operations in College Park:
Are there other outlets of the business? If yes, please list the city and state for each.
Is the business at least 50% locally-owned (Baltimore/Washington metro area)?
Is the applicant the owner of the subject property? If not, please provide the expiration date of the lease at the subject property:
Has the business attended a counseling session with the Maryland Small Business & Technology Development Center since July 1, 2015? If yes, please list the date(s) and provide evidence.

<b>4. IMPROVEMENT INFORMATION</b>
Estimated total cost of improvements:
Estimated date of completion:
Property owner contribution (if not also the business owner):

I/We hereby affirm that I/we have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my/our knowledge. The applicant invites the City to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application. I authorize the use of any pictures taken by the City.

I/We have read and understand the Business Retention Fund guidelines and requirements. I/we understand that any improvements completed prior to the notice of grant award will not be eligible for reimbursement. I/we agree to maintain all improvements of the property in good condition and in accordance with all applicable building codes.

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Applicant Signature

Date

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Additional Business Owner Signature

Date

## **SUBMITTAL REQUIREMENTS**

### *1. Preliminary Submittal – submitted by application deadline*

- Completed and signed application form.
- Copy of executed lease for a business operating in rented premises. The lease must extend, or allow for renewal, two years beyond the submittal deadline.
- Proof of locally-owned status, as evidenced by organizational documents.
- Written consent of property owner if applicant does not own property.
- List of all improvements that will be made and a cost estimate for each.
- Estimated construction schedule.
- Copy of Prince George’s County (the “County”) Use and Occupancy Permit.

### *2. Secondary Submittal- submitted only if application proceeds to final review*

- Copies of any construction plans and drawings, if applicable.
- Copies of agreements with contractors, if applicable.
- Construction schedule.
- Completed W-9 form.

### *3. Closeout Submittal- submitted at completion of work for reimbursement*

- Proof of any required inspections and approvals from the County and/or the City.
- Receipts, invoices, or other evidence of payment for improvements and any other supporting records required by the City.

**Only completed application packets, including all required documentation, will be reviewed by City staff.**

**Note:** Applying for a retail business improvement grant does not obligate the City to approve a grant for the specified project. Only after the review and approval of the application will the City approve a grant.

The project shall comply with the Program Guidelines and only upon approved final inspections by the City, will the grant funds be distributed.