

TOWN OF MOUNT AIRY
Building a Brighter Future
Small Business GRANT PROGRAM
Fiscal Year 2023

GRANT DESCRIPTION

Purpose:

The Town of Mount Airy developed the Small Business Grant Program to attract new and diverse establishments to Mount Airy as well as to support and promote existing small businesses through financial assistance. The Program will provide economic stimulus to small businesses, while simultaneously attracting diverse establishments to the Town of Mount Airy.

Grants will be awarded in an amount up to 50% of the total project cost with a cap at \$10,000 awarded per applicant. This is a reimbursement grant; therefore, each applicant must pay all costs up front. The program will have \$25,000 in total funds available.

Awardees will be able to use these funds for the following eligible purchases only:

Capital

- Interior Leasehold Improvements
 - New Build out and relocation renovations including but not limited to
 - Flooring or Floor Repair
 - Wall Renovations or Installations
 - Interior Demolition
 - Fire Suppression Systems
 - Americans with Disabilities Act (ADA) Improvements,
 - Ceiling or ceiling repair
 - Plumbing, Electrical
 - Kitchen/Bar Renovations
 - Check-out Counters
- Exterior Renovations, including but not limited to
 - New or replacement signage
 - Roof repair

Operating Expenditures

- Expansion and/or Extending Hours of Operation
 - Adding delivery service
 - Adding an online component to business- e-commerce
 - Extending evening and/or weekend hours
 - First month's rent for new or a relocating business

GRANT PROGRAM GUIDELINES

All Small Business Grant applicants must meet the following **qualification criteria**:

1. Business is located within or relocating to the municipal limits of the Town of Mount Airy in an industrial, community commercial, neighborhood professional, or downtown zone. Homebased businesses are not eligible to receive funding under this program.
2. Business cannot engage in illegal activities, must adhere to the Town Code, and go through all legal permitting processes, as well as be in good standing with the Town and the State of Maryland.
3. Any business relocation outside of the Town Limits during the award and payment processing of the grant will be disqualified.

Grant Approval will be closely tied to the goals and objectives of the **Mount Airy Master Plan** and the **Downtown Vision Plan**. Refer to the Criterion attachment to view how your proposal will be scored. For the Downtown Zone, strong Preference will be given to those that meet any of the below criteria:

1. Opening or relocating of a Retail or Restaurant business
2. Relocation of any type of business (office, professional services) to second story to accommodate retail/restaurant on the Main Street level
3. Expansion of any business (Hours of Operation or other as listed above)

Requirements with **Completed Applications**

For Capital Improvements:

1. Hours of operation, products, or services
2. Two (2) proposals for the work by licensed contractors, both must be uniform in scope or “apples to apples.” Estimates for work may also be accepted. If awarded, two comparable proposals will be required to be collected and shown prior to the project starting.
3. Copy of business license
4. If a capital project, proof of ownership or a letter from the property owner(s) with stated project support
5. Contractor shall provide certificate of insurance

If not using the services of a licensed contractor, work can be completed by applicant in accordance with Carroll County or Frederick County Bureau of Permitting and Inspections.

For Operating Expenditures:

1. Current hours of operation, products and/or services
2. Detailed summary of proposed expansion of services/hours including:
 - a. Objective of the expansion/Business Plan
 - b. If it includes hiring additional staff/employees
 - c. Marketing Plan to promote and support the expansion
 - d. Total projected monthly cost for expansion
3. If requesting first month’s rent reimbursement, copy of lease agreement.
4. Copy of business license

Applications will be reviewed by the Community Development Department. Applications will be collected for an entire month and checked for completeness. Staff will work with the applicant to get a complete package, as necessary, then a review will be performed by the Department monthly until all program funds are expended or at the point of June 30, 2023 when funds will expire.

Following the completion of the project, the Awardee will provide the Department with:

1. Documentation of all expenditures for the project with a copy of any canceled checks
2. Completed W-9 Form
3. A copy of the Carroll County or Frederick County permit Close-Out as necessary

Once the Department has verified the project was completed as approved, the Town of Mount Airy will issue a reimbursement check to the Awardee. If the Department determines that the project was NOT completed as approved, the Awardee has forty-five (45) days to remediate and complete the project as approved. All construction must be completed as approved by June 30, 2023.

Reporting Requirements:

The Awardee must submit a Project Status Form to the Department every 6 months for 18 months upon project completion.

Town of Mount Airy
BUILDING A BRIGHTER FUTURE
Small Business Grant Program
APPLICATION

I. Business Information

Business Name(s): Legal and DBA

Owner(s) Name

Business Address

Owner's Home Address

City

Zip Code

Business Phone

Business Type

Mobile Phone

Email Address

How many employees do you have?

How long have you been in business?

How long has your business been in Mt. Airy?

Will the project result in additional jobs?

II. Project Information

\$ _____
Amount of Funding Requested

Name of Licensed Contractor to Perform Work

Reason for Choosing Proposal

II. Project Details - Please attach additional paper as needed to answer each question completely.

1. Please explain the project in detail. Explain the urgency and reason for the project.

2. What are the goals of the project? Please share if any of the project goals can tie in with the goals and objectives of the Mount Airy Master Plan or Downtown Vision Plan.

Incomplete applications will NOT be considered for funding.

Please mail your application to:

**PO Box 50
110 South Main Street
Mount Airy, Maryland 21771**

**Inquiries can be made to Melissa Thorn, Economic Development Manager at mthorn@mountairymd.gov
or 301-829-1424.**