



Town of Riverdale Park, Maryland

Office of Development Services

Business Growth Grant Program

Application Form

General Guidelines and Instructions:

The Town of Riverdale Park is soliciting grant applications from for-profit businesses in the Commercial and MUTC Zones in Town. Applications will be accepted beginning August 6, 2018. This grant program is designed to assist businesses undergoing a significant renovation project(s) to enhance operations and promote economic activity.

Examples of eligible uses include but are not limited to; interior improvements, structural repairs or roof repairs. Ineligible uses include: general operating expenses, project soft-costs, utility bill payments, interest fees, or loan payments associated with the business operations.

The maximum amount of the grant will be **\$5,000** for each awardee. To receive this grant, the awardee must spend at least **\$50,000** in hard construction costs.

All programs and initiatives are subject to funding availability and the Town reserves the right to amend, modify or cancel this program at any time with or without notice.

Process:

1. Applications must be mailed to Town Hall (5008 Queensbury Road, Riverdale Park, Maryland 20737) or sent via e-mail to ksimpson@riverdaleparkmd.gov.
2. A staff team will review the applications and determine approval.
3. Grantees will be notified of the award.
4. The Town will disburse the approved grant.

Applicant Information:

Business Name: _____

Trade Name: _____

Business Owner(s) Name: _____

Contact Name: _____

Title: _____

Business Address: _____

Phone Number: _____

Email: _____

Amount requested: \$ _____ (**\$5,000** maximum)

In what zone is your business located? Please review the attached map.

The Business Growth Grant Program shall be used to purchase services or supplies to help your building extend its life expectancy and enhance its interior and / or exterior aesthetics to help support and promote economic activity.

Please describe in detail (1) your need for this grant; (2) how you will use the grant to achieve the goals of this program; and (3) why the proposed activities would not occur without this grant funding.

Please attach additional pages as may be needed.

Authorized Signature: _____

Printed Name: _____ Date: _____

Prior to submitting this application please note:

- Grantees must operate their business within the corporate limits of the Town of Riverdale Park and must be in compliance with all Federal, State, County and Town laws, codes, rules and regulations at the time of application and remain in compliance throughout the funding period.
- Grantees of this program cannot receive grant funding from other Town grant programs within fiscal year 2019 (FY 18: July 1, 2018 – June 30, 2019). However, grant awardees may be eligible to receive assistance from the Town's economic development initiatives (Redevelopment Zone, Go Green, and Celebrating Businesses) within FY 19.
- Businesses must have an executed lease and are open and fully operational prior to the disbursement of grant funds.
- Grantees must continue to operate within the Town of Riverdale Park at least one (1) year after receiving this grant. Grantees who fail to comply with this provision will be subject to recoupment by the Town for the full grant amount.
- Grant funds are administered as a reimbursement. Grantees are required to submit proof of expenditures that match the grant application.

Please contact the Office of Development Services at 301-927-6381 for any questions about this grant program. Application must be returned to the address below:

Town of Riverdale Park

Office of Development Services

5008 Queensbury Road, Riverdale Park, Maryland 20737

Phone: 301-927-6381 Fax: 301-864-8090

Or e-mail to: ksimpson@riverdaleparkmd.gov

Thank you for your investment in the Town of Riverdale Park.

Come Grow with Us!

Staff Use Only:

Review Committee Team Member Name and Title: _____

Date application received: _____ Date Scored: _____

Is applicant compliant with all Federal, State, County and Town laws, codes, rules and regulations?
 _____ Yes _____ No

Does the application align with the Town’s vision and values? _____ Yes _____ No
 *** If not, present concerns to committee prior to scoring. ***

Does the application clearly explain how the use of funds will:

- | CRITERIA | SCORE |
|--|-------|
| 1. Help the business extend life expectancy of building? <i>and/or</i> | _____ |
| 2. Enhance interior and / or exterior aesthetics? <i>and/or</i> | _____ |
| 3. Promote economic activity? | _____ |

TOTAL SCORE THIS SECTION _____

Does not clearly explain	Minimally explains	Solid explanation	Above average explanation	Complete and compelling explanation
1	2	3	4	5

Does the application explain in detail:

- | CRITERIA | SCORE |
|---|-------|
| 1. The need for this grant? | _____ |
| 2. How the applicant will use the grant to achieve the goals of this program? | _____ |
| 3. Why the proposed activities would not occur without this grant funding? | _____ |

TOTAL SCORE THIS SECTION _____

Does not clearly explain	Minimally explains	Solid explanation	Above average explanation	Complete and compelling explanation
1	2	3	4	5

Total Score this evaluator: _____

Signature

Date

Forms:

Check #: _____ Receipt: _____

Completion Date: _____ Good Standing: Yes _____ No _____

Comments: _____