



# **Town of Riverdale Park, Maryland**

## **Office of Development Services**

### **Spring-Forward Technology 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 Wednesday, April 3, 2019 through Friday, May 31, 2019. This grant program is designed to assist businesses to increase efficiency, improve environmental sustainability, and/or assist in gaining a competitive advantage in the marketplace.

Examples of eligible uses include; the acquisition of new computer software or hardware; the design and implementation of a new website; upgrades to reduce energy consumption; or the purchase of new office equipment. Ineligible uses include: general operating expenses, utility bill payments, interest fees, or loan payments associated with the business operations. The maximum amount of the grant will be **\$1,000** for each awardee.

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 received by the Office of Development Services by **May 31, 2019**. Applications may be mailed to Town Hall (5008 Queensbury Road, Riverdale Park, MD 20737) or sent via e-mail to [ksimpson@riverdaleparkmd.gov](mailto:ksimpson@riverdaleparkmd.gov).
2. A staff team will review the applications and make recommendations for funding to the Mayor and Council.
3. Grantees will be notified of the award.
4. The Town will disburse the approved grants by Friday, **June 28<sup>th</sup>**.

**Applicant Information:**

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

Trade Name: \_\_\_\_\_

Business Owner(s) Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Amount requested: \$ \_\_\_\_\_ (**\$1,000** maximum)

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

\_\_\_\_\_

The Spring-Forward Technology Grant Program shall be used to purchase equipment to help your business increase efficiency, improve environmental sustainability, and/or assist in gaining a competitive advantage in the marketplace.

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 19: 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 (within the open period of April 3, 2019 to May 31, 2019) that match the grant application. Documentation must be submitted by May 31st.

Please contact the Office of Development Services at 301-927-6381 for any questions about this grant program.

Application must be returned no later than **May 31<sup>st</sup>** 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](mailto: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 increase efficiency? <i>and/or</i>          | _____ |
| 2. Improve environmental sustainability? <i>and/or</i>           | _____ |
| 3. Assist in gaining a competitive advantage in the marketplace? | _____ |

**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: \_\_\_\_\_