

Havre de Grace Main Street District Tenant Fit-Out Program (TFP) GUIDELINES

Mission: The tenant fit out program encourages small interior fit-out projects to improve the functionality of the historic buildings in the Main Street District with the ultimate goal of providing quality commercial space for viable Main Street businesses.

ELIGIBILITY REQUIREMENTS

- Building must have ground level commercial use
- Property owners and/or tenants may apply
- Building must be located within the Main Street District (See page 2)
- Tenant fit out funding will be considered for projects ranging from \$1,000-\$5,000. *More extensive projects may be considered for approval.

ELIGIBLE IMPROVEMENTS:

- Interior Carpentry
- Equipment Installation
- Painting
- Window Signage
- Custom Cabinetry/Shelving
- Interior Light Fixtures
- Window Lettering

INELIGIBLE IMPROVEMENTS:

- Any Exterior Work
- Nonpermanent Fixtures or furniture
- Landscaping



GRANT/LOAN FINANCIAL STRUCTURE

100% of the total **approved** interior improvement:

- 70% is a loan repayable to the City of Havre de Grace
- 30% is a grant

Example: A fit out improvement project for a Main Street business is approved. The business will be putting in a counter, knee wall and gallery walls, the total cost of which is \$10,000.

After notification of approval, the business will commence with the project. After providing proof of payment to the vendors, the business owner will get a reimbursement for the full \$10,000.

- \$3,000 (30%) is not repayable (grant)
- \$7,000 (70%) is repayable to Havre de Grace at 5% interest (loan)

PAYMENT PROCESS

All project improvements must be paid by awardee prior to reimbursement. Canceled checks will be used as proof of payment and reimbursements will be granted to awardees within 30 days. Depending on award amount, incremental draws can be made possible.

Opening Date for applications: **revolving**
Closing Date for applications: **revolving**

Date Received _____
office use ONLY

Return Applications to:
Havre de Grace City Hall
Havre de Grace Tenant Fit-Out Program
711 Pennington Avenue
Havre de Grace, MD 21078
410-939-1800

Tenant Fit-Out Grant Application Form

1. Applicant: _____
Tenant: (if different than above) _____
Social Security or Tax ID number: _____
Owner/ Business Address: _____
Business Phone: _____ Business E-mail: _____
2. Address of Building or establishment of which this application applies:

3. Name and Address of Owner of Building (if other than applicant):

4. Please list all current occupants of the building; (include tenant or establishment address and operators name)
 - a. _____
 - b. _____
 - c. _____
 - d. _____
5. Attach a **general description** of the tenant fit-out project (Not to exceed 1 page)
6. Attach a **budget** of total estimated cost of project including, construction, materials and labor cost along with time schedule of project.
7. Attach at least two (2) **quotes** for the purchase of the materials and/or the work to be performed.

8. Attach a drawing of the improvements. A floor plan to scale may be required to include the information depending upon the nature of the proposed improvement. In your drawing please include the following:
 - a. Proposed modification and proposed use.
 - b. Floor plan showing proposed electrical rewiring, installation of equipment; Proposed color scheme and other interior building components; Interior store front window lettering
 - c. Types of materials to be used in the project.

9. Any available appropriate history of property should be included in application.

Conditions:

- Owner contracts for improvements and is responsible for completion of construction. The City of Havre de Grace will monitor construction, where required.

- Construction must be ready to begin upon notification of award and must be completed within 60 days of start of construction, unless otherwise approved by Havre de Grace Office of Economic Development. Timeline may be extended with written approval from HDGOED, depending on the scope, magnitude or complexity of project.

Property Owner:

I hereby certify that I am the owner of this land on which the proposed HdG-TFP Project is situated, and that the foregoing applicant, in filing this application for approval by the Havre de Grace Office of Economic Development, acting with my knowledge and consent.

Signature of Applicant: _____ Date _____

Signature of Owner: _____ Date _____

To be attested before a Notary Public: _____