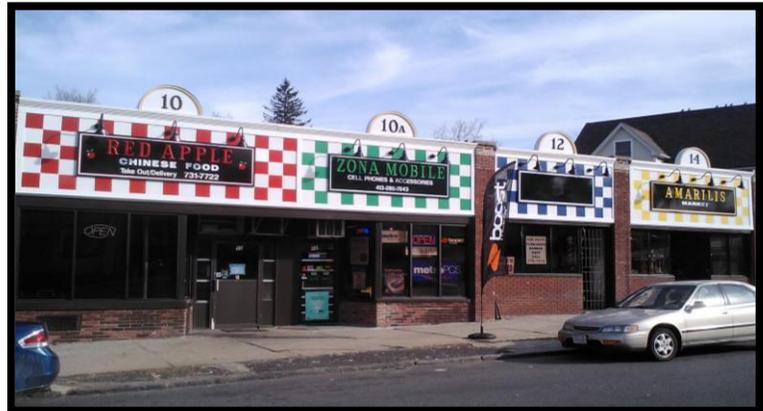


# SPRINGFIELD'S STOREFRONT GRANT PROGRAM GUIDELINES

\*As of January 28, 2019\*



Springfield is  
  
for Business



Program Administrator: Anthony Moore  
Springfield Office of Planning & Economic Development  
Springfield, MA 01104

Phone: (413) 750-2810 Fax: (413) 787-6524

[amoore@springfieldcityhall.com](mailto:amoore@springfieldcityhall.com)

## Eligibility

The Storefront Grant Program is intended for for-profit businesses which have been in operation for at least one year and currently have a 2+ year lease and located in the City of Springfield. This program is not intended for start-ups, non-profit organizations, and franchises.

### **Types of Businesses and Uses Eligible:**

- Commercial establishments (i.e. retail, boutiques, restaurants).
- Service establishments, to include:
  - ✓ Professional services (e.g.: insurance, accountants, architects, doctors, lawyers, etc.).
  - ✓ Personal services (e.g.: dry cleaners, laundromats, barber and beauty shops, etc.).
  - ✓ Certain repair services (e.g.: office equipment, radio/television, bicycle, furniture, locksmith, etc.)
  - ✓ Business services (e.g. advertising, office management, retail, etc.)

### **Types of Businesses and Uses Not Eligible:**

- ✗ Home-based businesses
- ✗ New construction
- ✗ Banks, savings and loan associations
- ✗ Auto repair shops , auto retail establishments, and auto/transportation related businesses
- ✗ Gas stations
- ✗ Adult entertainment establishments
- ✗ Bars and/or liquor stores
- ✗ National franchises and International franchises
- ✗ Properties used entirely for residential purposes. For mixed-use properties, the loan funds may only be expended on the *business / commercial* improvements.

## Program Goals

- To assist the growth of small for-profit businesses in Springfield, and specifically to create and retain jobs.
- To preserve special characteristics of neighborhood shopping areas by helping small businesses become successful and foster a sense of place, and attract visitors to the area.
- To promote an attractive environment for new investment and business activity in the City of Springfield.
- To foster the economic revitalization of the commercial corridors through increased sales and increased valuation of properties.

## Requirements

- This grant is intended only for commercial storefronts. This program is not intended for non-profit organizations or upper story tenants.
- Business must remove or cover any existing exterior roll-down security gate.
- Applications may be submitted by property owners and/or tenants; however, if a tenant submits an application, the property owner must provide permission for the work to be completed. Both the Grantee and property owner must agree to maintain the improvements in good condition for one (1) year following issue of the grant.
- Expenditures that exceed the approved project costs shall be the sole responsibility of the applicant.
- Eligible businesses include ground-floor commercial establishments conducting retail and/or wholesale trade; service establishments including professional offices; personal services such as dry cleaning or beauty salons; and other business services such as printing or communications, etc.
- Grant applications will be accepted and screened for basic compliance (i.e., location, property use, intended improvements, etc.). Applications will then be evaluated on their individual merits and relative to other applications. *The greater the fulfillment of program goals, the greater the likelihood of receiving an award.*
- The subject property may not have delinquent taxes, including property taxes, and neither the tenant nor the property owner may have other delinquent taxes outstanding.

## Storefront Grant Program Guidelines

- The subject property may not have active code enforcement actions.
- The subject property must be structurally sound and in compliance with applicable building codes, sanitary codes, and zoning regulations.
- Applicants must comply with all state and local laws and regulations pertaining to licensing, permits, building code, zoning requirements, environmental requirements, etc.
- Applicant must confirm with City Clerk's office on need to register as a business in the City of Springfield.
- Applications for building(s) with multiple storefronts are strongly encouraged to prepare a joint application, to ensure a consistent quality of work and design continuity, although grants within the broader application may be awarded on an individual storefront by storefront basis.
- Work must be conducted by properly licensed contractors under agreement with the City of Springfield.

## Design Guidelines

Projects are intended to reflect principles of good design, and projects will be evaluated by the Review Committee on their individual and relative merits. The business must be located in a CDGB eligible area.

**Note: Properties within a historic designation or of historical signification will need prior approval by the Springfield Historical Commission. Properties located in an approved urban renewal district may require review and approval by the Springfield Redevelopment Authority.**

## Application Process

**Step 1:** Prospective must fill out a pre-application form and submit it to Program Administrator at the Office of Planning and Economic Development.

**Step 2:** Pre-applications will be screened by the Program Administrator to ensure eligibility for a grant award (see "Program Eligibility Requirements" section).

**Step 3:** After screening the administrator will determine which eligible businesses are selected to participate in the program based on how well the proposed projects meet the program's goals. The number of businesses awarded the grant will depend on funding availability.

## *Storefront Grant Program Guidelines*

**Step 4:** Businesses selected for grant awards will be invited to complete a grant application and meet with the Program Administrator to discuss potential storefront improvements. At this time, the Grantee may be asked to meet with the City Planner if appropriate for the type of business.

Grant application packages may be submitted by mail, email, fax or in person at:

Attn: Anthony Moore  
Office of Planning & Economic Development  
Storefront & Best Retail Practices Program  
70 Tapley Street, Springfield, MA 01104  
Email: [amoore@springfieldcityhall.com](mailto:amoore@springfieldcityhall.com) Fax: (413)787-6524

**Step 5:** The Program Administrator will contact Grantee and contractors to schedule the storefront improvements approved to be covered by the grant.

## Post Loan Award Requirements

Following the award of a grant, the applicant will be monitored periodically by the OPED staff to ensure compliance with the CDBG program. Therefore, the grant recipient agrees must make company records and payroll available to the City.

The business must remain in compliance and in operation without reduction in services or hours for one (1) years from the date of this agreement.

Should the business cease operations, reduce services, or significantly alter the improvements funded through this grant within one year of the date the grant agreement was signed, repayment to the City of for the entire grant amount will be required.

## Springfield's Storefront Grant Program Pre-Application

Please type or print clearly and answer all questions.

### **Applicant Information**

Name of Applicant \_\_\_\_\_

Name of Business \_\_\_\_\_

Nature of Business \_\_\_\_\_

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

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

### **Reasons for Requesting a Grant:**

---

---

### **Past Business Experience:**

Have you owned/managed another business in the past 5 years? Y \_\_\_\_ N \_\_\_\_

If you answered YES, please provide the following information:

- Name/address of business: \_\_\_\_\_
- Reason for closing business (Write in "N/A" if business is still in operation):  
\_\_\_\_\_

***I certify the information provided is true, correct and complete.***

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Please Submit Completed Pre-Application to:**

**Attn: Anthony Moore**

**Springfield Office of Planning & Economic Development**

**Springfield, MA 01104**

**Phone: (413) 750-2810 Fax: (413) 787-6524 or email to [amoore@springfieldcityhall.com](mailto:amoore@springfieldcityhall.com)**