

Tenant Improvement Grant Program Application

Applicant Information

Business Name as Filed with Ohio Secretary of State: _____

Business is a (Check one.):

corporation LLC partnership sole proprietorship other: _____

Business Address: _____

Length of Operation from this Location: _____

EIN: _____

Contact Person: _____

Contact Telephone Number: _____

Contact Email Address: _____

Number of Owners: _____

Is business a subsidiary or affiliate of another business? Yes No

Owners' Names: _____

Year Business Was Established: _____

of FT Employees: _____ # of PT Employees: _____

Is business a [City-certified business enterprise](#) (WBE/SBE/MBE etc)? Yes No

If "Yes," select all that apply: WBE SBE MBE MWBE ELBE SLBE

Property Information

Property / Project Address: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property's Hamilton County Parcel ID Number: _____

Property Owner's Email Address: _____

Property Owner's Telephone Number: _____

Lease Expiration Date: _____

Project Description

Please provide a description of your business:

Amount of your request: _____

Describe how the funds will be used:

Explain why you are applying for the grant:

Sources and Uses

Sample – Sources and Uses Table

Sources of Funds		Uses of Funds	
<i>Description</i>	<i>Amount</i>	<i>Description</i>	<i>Amount</i>
Owner’s Equity	\$30,000	HVAC	\$45,000
City Grant	\$20,000	Security System	\$ 5,000
Bank Loan	\$50,000	Lighting	\$10,000
		Electrical	\$25,000
		Flooring	\$15,000
Total Sources of Funds	\$100,000	Total Uses of Funds	\$100,000

Tenant Improvement Grant Program - Sources and Uses Table

Instructions: Please provide a summary of where capital for the proposed project will come from (the “Sources”) and what that capital will be spent on (the “Uses”). The City grant should reflect the amount being requested in the application. The “Total Sources of Funds” should be equal to the “Total Uses of Funds.”

Sources of Funds		Uses of Funds	
<i>Description</i>	<i>Amount</i>	<i>Description</i>	<i>Amount</i>
1. Owner’s Equity		1.	
2. City Grant		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
Total Sources of Funds		Total Uses of Funds	

Required Attachments

- A letter from the property owner consenting to the specific improvements described in this application and acknowledging there is no requirement that the property be restored to its original condition at the end of the lease term;
- A fully signed copy of the current lease for the property that will be improved;
- Ohio Secretary of State registration / certificate of good standing for all businesses other than sole proprietors;
- A copy of the most recently filed Federal Income Tax Return for the business or, if the first Federal Income Tax Return has not yet been filed, each of the following:
 - balance sheet and income statement,
 - copy of business banking statement,
 - and a copy of the extension request if the initial filing deadline for the return has passed;
- Quotes that provide a cost estimate for the work to be done (additional consideration will be given if the applicant uses a City-certified business to perform the work. Here is a directory of City-certified businesses: [Vendor Compliance and Certification System - City of Cincinnati \(diversitycompliance.com\)](https://www.cincinnati-oh.gov/diversitycompliance.com))
- Year-to-date (no more than 60 days old) profit and loss statement and balance sheet;
- Business Bank Account Statement (no more than 45 days prior to application date);
- Additional items for application verification as requested by the City; and
- Copy of current payroll report (confirming employment meets small business criteria)

Program Eligibility Requirements

- Applicant must be a for-profit business engaged in the restaurant/dining, retail, service, or office sector that has 50 or fewer employees.
- The business must be one of the following:
 - A business that is new to Cincinnati;
 - A business that is expanding in Cincinnati; or
 - A business that is a first-time storefront operator with a location in Cincinnati.
- The leased premises to which improvements will be made (the “Leased Premises”) must be located within the geographical boundaries of the City of Cincinnati.
- The Leased Premises may not be used as a residence.
- The business must have a written lease agreement for the Leased Premises with a minimum of two years remaining under the lease term, inclusive of any tenant options.
- The business must have evidence of at least 1 year of continuous operations.
- The business must be in good standing with the Ohio Secretary of State, the City of Cincinnati (the “City”), and the IRS.
- Neither the business nor its owners may be included on any debarred vendor list of or otherwise be restricted from doing business with the City, the State of Ohio and any of its agencies (“Ohio”), or the federal government and any of its agencies.

Program Guidelines (Initial all that apply.)

The business must demonstrate a commitment to the Program Guidelines set forth below.

I have included with my application a letter of consent for the improvements to the Leased Premises (“Consent Letter”) from the property owner.

The lease or the Consent Letter allows for tenant improvements with no requirement to return the Leased Premises to the original condition.

If awarded funds under the City’s Tenant Improvement Program, I will continue to operate my business from the Leased Premises for two years after the improvements are made or, if the duration of the lease is longer, for the full lease term.

If awarded funds under the City’s Tenant Improvement Program, I will participate in City-approved technical assistance (TA) programs, as needed, and must also allow the City access to its financial statements for two years subsequent to the grant award.

If awarded funds under the City’s Tenant Improvement Program, I will ensure all improvements comply with City building codes and architectural standards.

Accuracy Certification

By signing below, you certify that the information provided in this application and the information provided in all supporting documents and forms is true and complete.

Business Name:

Applicant’s Signature

Date

Printed Name

Title

Scoring Matrix

The scoring matrix below will be used to rate applications.

Economic Impact	35 points (max)	
<ul style="list-style-type: none"> • Impact of the project on the applicant’s jobs and payroll • Impact of the project on the City’s jobs • Leveraged funding / private investment for the project • City-certified business (SBE/MBE/WBE) • Utilizing a City-certified business to do the project • Demonstrates a financial need (will the project happen without the assistance) 		
Project Readiness	25 points (max)	
<ul style="list-style-type: none"> • Completeness and clarity of the application • Provided quotes for the work – cost estimates • Can begin the project within 3 months of approval • Can complete the project within 1 year of approval 		
Project Location	20 points (max)	
<ul style="list-style-type: none"> • Area lacking investment – be a catalyst • Low/mod area • Located in an NBD (or node) • Other developments currently occurring or planned for the immediate area (continue momentum) • Will the project increase foot traffic for the area 		
Type of Improvements or Project Scope	20 points (max)	
<ul style="list-style-type: none"> • Do the improvements help eliminate blight • Converting vacant space to utilized space • Do the improvements make the space healthier or more energy efficient (HVAC, LEED, lighting) • Do the improvements make the building safer (lighting, security, ADA, etc.) 		
Total Points		