

City of College Park
 Department of Economic Development
 7401 Baltimore Ave, Suite 201
 College Park, MD 20740
 Phone: (240) 487-3506
 Fax: (301) 887-0558



**Business Retention and Attraction Assistance
 Grant Application Form**
Now Accepting Applications

Please send completed forms to the address above or email to mwilliams@collegeparkmd.gov.

If you have any questions or concerns, contact Michael Williams at 240-487-3506.

1. PROPERTY INFORMATION		
Property Address:		
Property Owner:		
Property Owner's Address:		
City:	State:	Zip Code:
Contact Person:		
Phone:	Email:	

2. APPLICANT INFORMATION		
Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Mailing Address:		
City:	State:	Zip Code:
Business Owner:		
Phone:	Email:	
Contact Person (if different):		
Phone:	Email:	

3. BUSINESS INFORMATION
Type of business:

Start of operations in College Park:
Are there other outlets of the business? If yes, please list the city and state for each.
Is the business a College Park based business?
Is the applicant the owner of the subject property? If not, please provide the expiration date of the lease at the subject property:
4. AMOUNT REQUESTED
Estimated total cost of improvements:
Estimated date of completion:
Property owner/business owner contribution:
5. ADDITIONAL QUESTIONS
Number of Employees
Has your business provided and volunteer services or contributions to a College Park based organization or family? If so, Please list:
Provide the last 3 years of Business Tax Returns (Schedule C or 1120 S accepted)

As a recipient of this Grant, your business gives permission to the City of College Park use of the business name(s) likeness and picture.

NON-DISCRIMINATION:

The Grantee certifies that it does not discriminate on the basis of race, religion, sex, age, ethnicity, ancestry, or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation, or any other factor not related to the ability to provide services.

HOLD HARMLESS AGREEMENT:

This grant is approved in consideration for the receipt of any ARPA grant monies from the City of College Park, and any other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the undersigned does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named a sponsor.

All applicants are required to commit to maintain funded project(s) within the City of College Park for a minimum of two (2) years. Do you commit to maintaining funded projects within the City for a minimum of two (2) years?

Yes No

I/We hereby affirm that I/We have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my/our knowledge. The applicant invites the City to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application. I authorize the use of any pictures taken by the City.

I/We have read and understand the Business Retention Fund guidelines and requirements. I/we understand that any improvements completed prior to the notice of grant award will not be eligible for reimbursement. I/we agree to maintain all improvements to the property in good condition and in accordance with all applicable building codes.

Applicant Signature

Date

Additional Business Owner
Signature

Date

Business Assistance Construction and Schedule

Improvement(s)	Cost/Estimate	Schedu
Interior		
Total Interior Cost		
Exterior		
Total Exterior Cost		
Total Request		

REQUIRED DOCUMENTS

- Articles of Incorporation
- List of all permits required
- List of contractors including work statement/invoices
- State and County Business Permits and Licenses

SUBMITTAL REQUIREMENTS

1. Preliminary Submittal

- Completed and signed application form.
- Copy of executed lease for a business operating in rented premises.
- List of all improvements that will be made and a cost estimate for each.
- Estimated construction schedule.
- Copy of Prince George's County (the "County") Use and Occupancy Permit.
- City of College Park Non-Residential Business License

2. Closeout Submittal – submitted at completion of work

- Proof of any required inspections and approvals from the County and/or the City.
- Receipts, invoices, or other evidence of payment for improvements and any other supporting documentation required by the City.