



CITY OF BEREA

"The Grindstone City"

Cyril M. Kleem
Mayor

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Berea, Ohio 44017
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Website: www.cityofberea.org

2017 City of Berea Business Grant Programs

All applicants will be required to provide an Occupancy Permit, a Business Plan or Marketing Plan, and an estimate of costs with this application. Further, an explanation of expenditures including invoices and proof of payment, completed IRS W-9 form, City of Berea New Vendor Form and any program specific documents listed below are required before reimbursement funds can be disbursed. All funds are conditioned upon compliance with the City of Berea Exterior Maintenance Code, Zoning Code, other related codes and obtaining permits when applicable. Failure to abide by the City of Berea Exterior Maintenance Code, Zoning Code and related codes or to obtain the necessary permits will result in forfeiture of grant funds.

* All Grant Programs Have Limited Funds – Please Apply Early *

- **Building Improvement Program:** Assistance for interior/exterior building improvements or permanent fixtures purchased is offered at 15% of the total project cost up to \$7,500. Copies of invoices, proof of payment and spreadsheet explaining how all items purchased were used for the building improvement are all required for reimbursement. Business must obtain all necessary permits including: building, electrical, HVAC, plumbing, zoning, etc. in order to be eligible for reimbursement. If awarded a grant for the Building Improvement Program, the project must be completed, paid for and documentation submitted to the City by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.
- **Signage Assistance Program:** An exterior signage plan that is commercially sound and architecturally attractive may receive a rebate of 50% of the architectural costs/signage, not to exceed \$1,600.00 per project. All permanent exterior signage must be approved by the Berea Municipal Planning Commission and if applicable the Heritage Architectural Review Board. A building permit is required for all permanent exterior signs. If awarded a grant for the Signage Assistance Program, the project must be completed, paid for and documentation submitted to the City by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.
- **Rent Reimbursement Program:** Rent reimbursement for 15% of the monthly rent for a business in the City of Berea for the 2017 calendar year. The City's 15% portion of monthly rent shall not exceed \$450.00. This program is available to businesses that have been in business for up to two years or are able to demonstrate a hardship. If awarded a grant for the Rent Reimbursement Program, all rent must be paid for and documentation submitted to the City by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.
- **BW Business Assistance Grant:** For existing Berea businesses and startup businesses that locate within the City of Berea, the City of Berea will reimburse the business for the cost of Baldwin Wallace University's Digital Marketing Clinic up to \$1,500. Reimbursement is contingent upon proof of completion of the services, proof of payment to BW and a commitment to remain in business in the City of Berea for 5 years from the time of reimbursement. If awarded a grant for the BW Business Assistance Grant, the project must be completed, paid for and documentation submitted to the City by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.

- **BW Sustainability Consulting Grant:** For existing Berea businesses and startup businesses that locate within the City of Berea, the City of Berea will reimburse the business for the cost of BW's Sustainability Clinic consulting services up to \$250 for a feasibility study and \$1,750 for a detailed sustainability plan. These services employ small teams of trained faculty and sustainability student consultants who work with businesses to enhance sustainability performance in 3 areas that can generate tangible cost reductions and/or revenue enhancements for the business: Energy conservation and clean energy; Waste reduction strategies; and Development of green and sustainable product and services. Reimbursement grants of up to \$2,000 are available in all three areas. Reimbursement is contingent upon proof of completion of the services, proof of payment to BW and a commitment to remain in business in the City of Berea for 5 years from the time of reimbursement. If awarded a grant for the BW Sustainability Consulting Grant, the project must be completed, paid for and documentation submitted to the City by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.
- **Hood Installation Program:** When installing a commercial kitchen hood ventilation system in an existing structure, the City of Berea will reimburse a business 50% of the cost of the hood up to \$5,000. If awarded a grant for the Hood Installation Program, the project must be completed, paid for and documentation submitted to the City by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.
- **BGV Grant and Scholarship Program:** Within one year of successful completion of the BGV Entrepreneur Program and opening or operating a business in the City of Berea, the City of Berea will provide the BGV graduate with a \$1,500 grant to be used toward any valid business purpose as well as provide reimbursement of the cost of the BGV courses up to \$250. Proof of payment of BGV tuition must be submitted by December 1, 2017 or funds will be forfeited. This program is citywide and has limited funds.

Programs are citywide and have limited funds

APPLICATION FOR BUSINESS GRANTS 2017

- Check all applicable:**
- Building Improvement Program
 - Signage Assistance Program
 - Rent Reimbursement
 - BW Business Assistance Grant
 - Hood Installation Program
 - BGV Grant & Scholarship
 - BW Sustainability Consulting Grant

ANSWER ALL OF THE FOLLOWING!

Name of Business: _____

Address of Property: _____

Name of Business Owner: _____

Phone # of Business Owner: _____

Email of Business Owner: _____

Name of Property Owner (if different from above): _____

Phone # of Property Owner: _____

Contractor Name: _____

Permanent Parcel #: _____ Real Property Taxes Current? _____

Number of employees: _____ Number of Years in Business: _____

Description of Project: _____

Are any green materials or sustainable building techniques to be used in the project, if so explain:

Cost of Project (actual or estimated) : _____

In order to receive funds, **ALL** of the following must be submitted with your application:

- Business or Marketing Plan
- Occupancy Permit
- Estimate of total project cost or invoices, if the project is complete

The following information is **REQUIRED** before any reimbursement can be processed

Building Improvement Program

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

- | | | | |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Proof work was completed, Such as invoices, bills, etc. | <input type="checkbox"/> Proof of payment such as cancelled checks, receipts, etc. | <input type="checkbox"/> Spreadsheet detailing how purchases were used in the improvement. | <input type="checkbox"/> Copy of any required building or other permits. |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|

Rent Reimbursement

Monthly Rent: \$_____ (Rent only, does not include utilities or any other fees or charges. Business **MUST** submit a copy of the current lease.)

Maximum monthly assistance provided by the City of Berea: \$_____ (The City of Berea will provide 15% of the monthly rent not to exceed \$450.00 per month, or determined by The City of Berea. Payments will be made on a quarterly basis. Before each quarterly reimbursement is made by The City of Berea, evidence of rent payment will need to be provided by the business).

- | | |
|------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Copy of current lease | <input type="checkbox"/> Proof of payment such as cancelled checks |
|------------------------------------------------|--------------------------------------------------------------------|

Signage Assistance Program

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

- | | | |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Proof sign was completed, such as invoices, bills, etc. | <input type="checkbox"/> Proof of payment such as cancelled checks, receipts, etc. | <input type="checkbox"/> Copy of sign permit |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------|

BW Business Assistance Grant

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

- | | | |
|------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Copy of finished product produced by BW | <input type="checkbox"/> Proof of payment to BW via check, credit card, etc. | <input type="checkbox"/> Letter of intent committing to keep business in Berea |
|------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------|

BW Sustainability Consulting Grant

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

Copy of finished product
produced by BW

Proof of payment to BW
via check, credit card, etc.

Letter of intent
committing to keep
business in Berea

BGV Grant & Scholarship

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

Copy of Certificate of
Completion from BGV

Proof of payment to BGV
via check, credit card, etc.

Signatures:

Business Owner: _____

Date: _____

City Use Only:

Date Received: _____ Taxes: _____

Permits Pulled: _____