



CITY OF BEREA

"The Grindstone City"

Cyril M. Kleem
Mayor

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2023 City of Berea Business Grant Programs and Application

All applicants will be required to provide an **Occupancy Permit, a Business Plan or Marketing Plan, and an estimate of costs at the time of submitting this Grant Application.** In addition, specific grant programs may require additional information to be submitted at the time of application, please see specific requirements for each grant program in the grant application. **Applications that do not include all required documents will not be considered.**

Further, an explanation of expenditures including invoices and proof of payment, completed IRS W-9 form, Berea New Vendor Form and any other program specific documents detailed in the grant application are required **before reimbursement funds can be disbursed.**

The City of Berea cannot reimburse for cash payments made by applicants. 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 all necessary permits will result in forfeiture of grant funds.

*** All Grant Programs have limited funds – Please Apply Early ***

*** Grant Applications will NOT be approved after all 2023 grant funds have been allocated ***

- **Building Improvement Program:** Interior and/or exterior building improvements, repairs or permanent fixtures purchased within 365 days of the date the 2023 Grant Application is filed can be considered for reimbursement of 15% of the total project cost up to \$7,500. Businesses that did not use the Building Improvement Program during calendar year 2022 are eligible to apply. Copies of invoices, proof of payment and a spreadsheet explaining how all items purchased were used for the building improvement are all required to be submitted before reimbursement. Business must obtain all necessary permits including: building, electrical, HVAC, plumbing, zoning, or related in order to be eligible for reimbursement.
- **Signage Assistance Program:** Installation of new permanent exterior signage may be eligible to receive a rebate of 50% of the cost of the signage, not to exceed \$1,600. 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.
- **Rent Reimbursement Program:** Businesses that have been operating in Berea for up to two years or are able to demonstrate a hardship are eligible to apply for a 15% reimbursement of the monthly rent for each month of the 2023 calendar year (2022 and/or 2024 rent is not eligible). The 15% reimbursement shall not exceed \$450. per month. Businesses must be current on all rent payments to be eligible. Common area maintenance, taxes, insurance and similar fees due under a lease are NOT eligible for reimbursement. A signed copy of the lease must be included with the Grant Application. In order to be considered for a hardship, the business must submit a letter and any necessary supporting documentation at the time of application.

- **BW Digital Marketing Clinic Grant:** Both existing and new Berea businesses are eligible to apply for the BW Digital Marketing Clinic Grant. Pursuant to the terms of this grant, the City of Berea will reimburse up to \$1,500 of the cost of participating in the Digital Marketing Clinic (“DMC”). In most instances participation in the DMC does not exceed \$1,500. A Commitment Letter agreeing to retain the business in the City of Berea for 5 years must be submitted at the time of the grant application. An invoice from the BW DMC and proof of payment to BW are required at the time of reimbursement.
- **BW Sustainability Consulting Grant:** Both existing and new Berea businesses are eligible to apply for the BW Sustainability Consulting Grant. Under the terms of this grant, 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 four areas: Energy conservation and clean energy; Waste reduction strategies; Development of green and sustainable product and services; and Energy Treasure Hunts. A Commitment Letter agreeing to retain the business in the City of Berea for 5 years must be submitted at the time of application. An invoice from the BW Sustainability Clinic and proof of payment to BW are required at the time of reimbursement.
- **Hood Installation Program:** When installing or rehabilitating a commercial kitchen hood ventilation system, the City of Berea will reimburse a business 50% of the cost of the hood up to \$5,000. Reimbursement is contingent upon the business securing all necessary permits and inspections for installation of the hood from the Berea Building Department.



*** NOTE: Incomplete Grant Application Submittals will not be reviewed ***

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APPLICATION FOR BUSINESS GRANTS 2023

Check all applicable:

- Building Improvement Program
- Signage Assistance Program
- Rent Reimbursement
- BW Digital Marketing Clinic Grant
- Hood Installation Program
- BW Sustainability Consulting Grant

ANSWER ALL OF THE FOLLOWING QUESTIONS

Name of Business: _____

Contact Person: _____

Contact Person Telephone Number: _____

Email of Contact Person: _____

Address of Property: _____

Name of Property Owner: _____

Property Owner Telephone Number: _____

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

Description of Project: _____

Are any green materials or sustainable building techniques included 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 Grant Application:

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

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Each Grant Program has specific documentation that is required at the time of filing the Grant Application and/or before reimbursement. Please read the following carefully.

Building Improvement Program

In order to receive funds, **ALL** of the following are due before any 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 check, credit card, 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

This program does not reimburse for the cost of common area maintenance, taxes, insurance, utilities or similar costs. Please note when the following documents must be submitted:

- Signed copy of current lease **(due with Grant Application)**
- Proof of payment such as cancelled checks **(due before reimbursement)**

Hood Installation Program

In order to receive funds, **ALL** of the following are due before any 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 check, credit card, etc. | <input type="checkbox"/> Copy of HVAC permit. |
|--|--|---|

Signage Assistance Program

In order to receive funds, **ALL** of the following are due before any 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 check, credit card, etc. | <input type="checkbox"/> Copy of sign permit |
|--|--|--|

BW Digital Marketing Clinic Grant

In order to process this grant, **ALL** of the following must be submitted:

- Commitment Letter to retain business in Berea for 5 years **(due with Grant Application)**
- Invoice from BW Digital Marketing Clinic **(due before reimbursement)**
- Proof of payment to BW via check, credit card, etc. **(due before reimbursement)**

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BW Sustainability Consulting Grant

In order to process this grant, **ALL** of the following must be submitted:

- Commitment Letter to retain business in Berea for 5 years **(due with Grant Application)**
- Invoice from BW Sustainability Clinic **(due before reimbursement)**
- Proof of payment to BW via check, credit card, etc. **(due before reimbursement)**

Signature:

Business Owner: _____

Date: _____

<p>City Use Only:</p> <p>Date Received: _____</p> <p>Application Complete: _____ (Y or N)</p>
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