



Downtown South Bend

Retail Assistance Mini Grant

Let us help you attract customers and enhance the visitor

RETAIL ASSISTANCE MINI GRANT PROGRAM

Summary

The Retail Assistance Mini Grant program focuses on helping small businesses in downtown South Bend attract customers by improving the appearance of their property and enhance visitor experience in the downtown.

The grant is a rebate program under which owners will be reimbursed 50% of the total amount spent on the qualifying portion of the project (minimum grant of \$100 and a maximum of \$1000). The cost for all the work must be paid for in full by the applicant before any grant funds are paid by DTSB. The applicant must provide proof that all costs have been paid.

A downtown business is eligible for one grant per year. Applicants cannot apply for the DTSB Exterior Enhancement Grant and the DTSB Business Assistance Mini Grant at the same time. Exterior Enhancement Grant recipients must wait a minimum of one year to apply for the Mini Grant.

Application Deadline

This grant is administered on a **first-come-first-served basis**. As such there is a rolling deadline; however, all applications for 2020 funds must be received no later than October 1, 2020 with work completed by no later than December 14, 2020.

Examples of Eligible Uses:

- Interior Design Enhancements: interior paint, carpet, shelving, lighting, window displays and window treatments.
- Exterior Improvements: café tables & chairs, unique sidewalk signs, artistic business signage, and planters.

Ineligible Uses:

Financing existing debt, projects begun prior to grant approval, merchandise, or professional design fees.

Geographic Area:

This grant is limited to downtown businesses located within the Central Business District (CBD) as defined in the City's Zoning Code. Contact DTSB for a map of the CBD.

Note: Grant improvement items must conform to all the rules and regulations of the South Bend Building code and CBD Guidelines. Grants will be considered on a first come first serve basis as funds are limited.

Application Process:

1. Complete the Business Assistance Mini Grant Application and submit with attachments listed in #2 to DTSB. Projects started without authorization will NOT be funded.
2. Attachments: Applications must contain sample photographs of the proposed items and one estimate for the product or work to be performed. DTSB can request a second estimate if needed to decide.
3. DTSB staff will review the application and schedule a meeting with the applicant to discuss the project in further detail.
4. A decision regarding the grant will be made within 2-3 weeks of the application submitted to DTSB.
5. If approved, the applicant will sign a grant agreement with DTSB and then proceed with implementing their project.

Completed applications may be mailed or delivered to:

DTSB

c/o Retail Assistance Mini Grant,

217 S. Michigan St., South Bend, IN 46601,

or e-mailed to apaul@downtownsouthbend.com.

DOWNTOWN SOUTH BEND, INC.
RETAIL ASSISTANCE MINI GRANT
2020 APPLICATION



APPLICANT INFORMATION

Applicant's Name:

Application's Address:

Applicant's Phone (daytime):

Email:

PROJECT INFORMATION

Business Name:

Building Address:

Are you the building owner? Yes No

(If not, then please attached a written approval from building owner)

Are the property taxes current?

Project Description:

Total Project Cost: \$

Grant Request Amount: \$

Estimated Time of Completion (weeks)

PLEASE ATTACH A PRODUCT OR PROJECT ESTIMATE AND APPLICABLE PHOTOGRAPHS

BUSINESS OWNER AUTHORIZATION/CERTIFICATION

I acknowledge and understand approval for the receipt of funds in no way creates liability of any kind whatsoever on behalf of Downtown South Bend, Inc. and agree to indemnify and hold Downtown South Bend, Inc. harmless from any and all liability.

Applicant Signature _____

Date

NOTE: If submitting this form by email, please state full name in the signature section above. If sending your application by e-mail to apaul@downtownsouthbend.com please remember to save it!