



Havre de Grace Main Street Inc.

# Tenant Fit-Out Program (TFP) GUIDELINES



***A Havre de Grace Main Street Program, in partnership with the City of Havre de Grace***

**Mission:** The tenant fit out program encourages small interior fit-out projects in the Main Street District with the ultimate goal of decreasing building vacancies, and providing quality commercial space for viable Main Street businesses.

Priority will be give to properties with first floor vacant commercial storefronts. Secondary priority will be given to first floor commercial occupied properties that need structural and mechanical upgrades to maintain and enhance occupancy.

## **ELIGIBILITY REQUIREMENTS**

- Building must be located within the Main Street District (See page 2)
- Eligible spaces must be first floor commercial spaces that are (1) Currently vacant, or (2) currently occupied but demonstrate a need for basic building upgrades to maintain market standards.
- Property owners and/or tenants may apply
- Must be a Havre de Grace Main Street Inc. member in good standing (If not a current member, you can become a member at the time you submit a tenant fit out project application)

- Tenant fit out grant funding, which will cover up to 50% of the construction cost, will be considered for projects that have a total project cost of \$5,000- \$20,000 (meaning \$2,500-\$10,000 in grant award)

#### **ELIGIBLE IMPROVEMENTS:**

- Interior Carpentry
- Equipment Installation (HVAC)
- Plumbing
- Painting/Drywall
- Fixed/Permanent Cabinetry and Shelving
- Interior Light Fixtures
- Window Lettering
- Flooring

#### **INELIGIBLE IMPROVEMENTS:**

- Any Exterior Work
- Nonpermanent Fixtures or furniture
- Landscaping
- Residential spaces

# Havre de Grace Main Street District Boundaries



## **PROJECT FINANCIAL STRUCTURE**

Grant award amount will be up to 50% of total project cost with a maximum award of \$10,000.

## **PAYMENT PROCESS**

All project improvements must be paid by awardee prior to reimbursement. Canceled checks will be used as proof of payment and reimbursements will be granted to awardees within 30 days. Depending on award amount, incremental draws can be made possible.

## **TIMELINE**

**April 30<sup>th</sup>, 2013** Applications are due to Havre de Grace Main Street office

**June 15<sup>th</sup> 2013** Applicants will be notified of application status

**September 15<sup>th</sup> 2013** All projects must be completed, or funding will be taken back by Main Street for use on another qualified project.

Opening Date for applications: **March 15, 2013**  
Closing Date for applications: **April 30, 2013**

Date Received \_\_\_\_\_  
office use ONLY

**Return Applications to:**  
Havre de Grace Main Street, Inc.  
Havre de Grace Tenant Fit-Out Program  
121 N Union Avenue  
Havre de Grace, MD 21078  
410-939-1811



Tenant Fit-Out Grant Application Form

1. Applicant: \_\_\_\_\_

Tenant: (if different than above) \_\_\_\_\_

Social Security or Tax ID number: \_\_\_\_\_

Owner/ Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

2. Address of Building or establishment of which this application applies:

\_\_\_\_\_

3. Name and Address of Owner of Building (if other than applicant):

\_\_\_\_\_

\_\_\_\_\_

4. Please list all current occupants of the building; (include tenant or establishment address and operators name)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

5. Attach a **general description** of the tenant fit-out project (Not to exceed 1 page)

6. Attach a **budget** of total estimated cost of project including, construction, materials and labor cost along with time schedule of project.
7. Attach at least two (2) **quotes** for the purchase of the materials and/or the work to be performed.
8. Attach a drawing of the improvements. A floor plan to scale may be required to include the information depending upon the nature of the proposed improvement (if so, you will be notified after March 30<sup>th</sup> 2010). In your drawing please include the following:
  - a. Proposed modification and proposed use.
  - b. Floor plan showing proposed electrical rewiring, installation of equipment; Proposed color scheme and other interior building components; Interior store front window lettering
  - c. Types of materials to be used in the project.
9. Any available appropriate history of property should be included in application.

**Conditions:**

- Owner contracts for improvements and is responsible for completion of construction. The City of Havre de Grace will monitor construction, where required.
- Construction must be ready to begin upon notification of award in April 2012 and must be completed within 60 days of start of construction, unless otherwise approved by Havre de Grace Main Street Design Committee. Timeline may be extended with written approval from committee, depending on the scope, magnitude or complexity of project.
- Once work is complete, and monies dispersed, the commercial space (if vacant) must be actively marketed as available through Co-Star and a

Property Owner:

I hereby certify that I am the owner of this land on which the proposed HdG-TFP Project is situated, and that the foregoing applicant, in filing this application for approval by Havre de Grace Main Street Inc., is acting with my knowledge and consent.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

To be attested before a Notary Public: \_\_\_\_\_