



Economic Development Toolbox *Application and Instruction Guide*

This guide contains the application and instructions necessary to apply for any program in the Economic Development Toolbox. This toolbox was created to provide diversified economic development incentives that could be broadly applied to existing businesses and eligible commercial buildings/spaces across the City. Incentives are generally directed toward existing businesses (in operation for more than 2 years) that exhibit growth potential and provide stable, well-paying jobs. Additionally, certain incentives are related to long-term marketability of commercial space. **All matching grants awarded under these programs are one-to-one matches and are provided on a reimbursement basis.** Applicants can apply for, and receive, multiple awards. However, the maximum an applicant can receive throughout the life of the program is \$50,000. Total amount of awards are restricted to the amount of money in the program. Recipients will be expected to report results based upon mutually-agreed benchmarks developed, as appropriate, to the type of assistance provided. Failure to achieve desired outcomes may result in recovery of funds. Funds are limited and the program is subject to modification or termination at anytime.

Program Descriptions and Eligibility Requirements

Assistance for Long-Term Commercial Vacancies - Tenant Fit-Up Grants

Tenant fit-up grants, matching grants up to a maximum of \$25,000 per applicant, are available to assist owners in readying commercial spaces and buildings for tenants. Eligible spaces/buildings must have been vacant for at least two years (one year for biotechnology, lab space, or space located in the Olde Towne Enterprise Zone). The applicant must be relocating to the City or expanding a business currently in the City. Tenants must sign a minimum five-year lease under terms and conditions acceptable to the City. Restaurant and retail uses are eligible **only** if they involve the opening of a subsequent location of an existing business or the expansion (of at least 1000 sq. ft.) of a business currently in the Olde Towne Enterprise Zone. Equipment and machinery are excluded. The standard grant is up to \$2 a square foot; however, grants of up to \$3 a square foot will be considered for projects related to biotechnology, lab, or Olde Towne space.

Job Training

This program provides a matching grant, up to a maximum of \$20,000 per applicant, to assist businesses in upgrading the skills of their workforce. Reimbursements of up to \$1000 per eligible employee, per year, are allowed under the program. Training funds are limited to persons earning less than \$75,000 per year who work for businesses deemed to be in high demand (high technology, biotechnology, health care technology, software development and retail). Training must be conducted by an outside vendor. The City prefers that, if available, local vendors be used to provide the training. Additionally, the City has established a non-exclusive relationship with Montgomery College Business Training Center, a nationally-recognized provider of business training.

Commercial Signage Assistance

This program provides a matching grant, up to a maximum of \$10,000 per applicant, to assist in upgrading freestanding multi-tenant and/or directional signage in accordance with the City's sign ordinance. Primary individual business signs are eligible **only** for a business whose space is in excess of 20,000 sq. ft.

Economic Development Toolbox Application

Business Information

Business Name: _____ Year Established: _____ Federal Tax ID: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Telephone: _____ Email: _____

Nature of Business: _____

Number of Employees: _____ Total Current Annual Payroll: \$ _____

Property Information

Property Address: _____ City: _____ State: _____ Zip Code: _____

Property Owner: _____ Day-Time Phone Number: _____

Email: _____

Please complete the following sections of the application for the programs for which you are applying.

Commercial Signage

Applicable for free-standing and directional signs only. All signage projects are subject to the City's Department of Planning and Code Administration's sign application process.

Type of Sign: _____ Total Cost: \$ _____

Submit, as part of this application, a drawing/elevation of the proposed sign.

Demolition Assistance / ADA Upgrade / Utility Upgrade

Address of property where work will occur: _____

Interior Demolition

Building Demolition

ADA Upgrade

Utility Upgrade

Describe work to be done: _____ Cost: \$ _____

How will the work described above make the property more marketable and what steps will you take to ensure that this occurs?

When do you anticipate occupancy of building? _____

Job Training

Application for Job Training grant must be submitted and approved prior to training taking place.

Provide a description of the training; including information about specific skills, equipment, and/or process that are subject to proposed training. Attach any relevant coursework, curriculum materials, and/or information about the trainer.

Description of planned training:

Training provided by: _____

Start Date: _____ Completion Date: _____ Total Hours of Instruction: _____

Skills, credentials and/or certifications resulting from training:

Breakdown of Training Costs: (List names and costs of individual courses/programs offered as well as cost of books and training materials. Attach additional paper if needed.)

Tuition & Fees: _____	\$ _____
Books & Materials: _____	\$ _____
Total	\$ _____

Briefly describe how training will enhance company production and competitiveness:

Will other jobs be created as a result of training? Yes No If yes, how many? _____

Describe any other economic impact from training, if applicable:

Tenant Fit-up Grant

Eligible buildings/spaces must have been vacant for at least two years (one year for biotechnology, lab space or space located in the Olde Towne Enterprise Zone). Attach letter from building owner attesting to length of time building has been vacant.

Standard Grant (up to \$2 per square foot) Biotechnology, Lab or Olde Towne Space (up to \$3 per square foot)

Total floor area of building: _____ sq. ft.

Total building floor area improved as a result of this application: _____ sq. ft.

Total floor area to be leased by tenant: _____ sq. ft.

Total amount of capital investment in building related to this project: \$ _____

I hereby certify that this application and all other information furnished now or in the future to the City of Gaithersburg are and shall be true and complete.

By: _____
Authorized Signatory Printed name Title Date

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Demolition Assistance

This program provides a matching grant, up to a maximum of \$25,000 per applicant to assist in demolishing buildings interpreted by the City to be abandoned, blighted or obsolete. Applicant must be the building owner and all projects must be for commercial uses. Funds can be used to demolish entire buildings or their interiors or exteriors in conjunction with interior or exterior renovations, including remedying structural defects. Applicant must submit a detailed description of how such demolition assistance will result in the property becoming marketable for commercial purposes within a reasonable period of time.

ADA Upgrades

This program provides a matching grant of up to \$10,000 to assist commercial tenants and/or property owners in completing ADA upgrades that are required by applicable codes or specific tenant requirements (as evidenced in a letter of intent or lease in a form acceptable to the City).

Utility Upgrades

This program provides matching grants of up to \$10,000 to assist commercial property owners in the Enterprise Zone in making their properties more marketable to *new or expanding tenants*. For the purposes of this grant, utilities include infrastructure for electric, gas, water, phone and internet.

Custom Incentives

If your business creates stable, well-paying jobs and your potential project does not fall under any of the existing categories, please contact Deputy City Manager Tony Tomasello (301-258-6310) to see if a custom incentive is available.

Program Requirements

Application Requirements

This application is intended to be an entry into the program. Each individual toolbox program is anticipated to require additional submissions as appropriate. Application cannot be reviewed until all information is received and evaluated by the City. If approved, an award letter will be sent to the applicant. All application requirements are subject to interpretation solely by the City of Gaithersburg.

Reporting Requirements

Applicant will be required to submit a report, acceptable to the City in form and content, relating to the impact of City funding on the project. Such reports will be developed on a case-by-case basis. It is anticipated that reporting will occur six to twelve months following approval of the application. Failure to submit a report will make applicant ineligible for any future funds. All information received is subject to interpretation solely by the City of Gaithersburg.

Filing Instructions and Information

If you would like more information on any of these programs or need assistance in filling out the application, please contact Deputy City Manager Tony Tomasello or Olde Towne Coordinator Cindy Hines at 301-258-6310.

As an original signature is required, application cannot be submitted electronically. Please print out form, sign, and return to:

**City of Gaithersburg
Department of Economic Development
31 South Summit Avenue
Gaithersburg, MD 20877**