

# Interior Build-Out Assistance Program

## \$5,000 Matching Grant

This program is designed to help encourage the establishment of new and the expansion of existing retail, restaurant, and nightlife businesses within the LDDA district by assisting with the costs associated with the interior build-out of a commercial project in an existing building.

The Interior Build-Out Assistance Program offers financial assistance in the form of a reimbursable, matching grant to the landlord or business owner for eligible expenses associated with the construction or renovation of the interior of an existing commercial space. Items eligible for funding under the program are:

- Architectural plans (not to exceed 20% reimbursement)
- Interior electrical system, not including fixtures
- HVAC system – not replacement of existing
- Hood & fire suppression systems
- Back Flow Preventers

The following types of businesses are preferred:

- Restaurant with total seating capacity over 50
- Gourmet Food Market
- Bakery
- Clothing Boutique - clothing, shoes & accessories
- Home Décor/Design - home furnishings, art galleries, kitchen wares
- Specialty Businesses - gifts, sporting goods, books

### Eligibility Requirements:

Projects must be located within the LDDA district (see attached map). Existing businesses must be expanding product lines or services and/or increasing hours/days of operation.

All applicants are required to meet with LDDA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the LDDA office. Application packets must include:

1. Completed and signed application
2. Approved permit applications as applicable
3. Approvals of design from historic preservation and/or LDDA as applicable
4. Copy of current business tax receipt
5. Scope of work
6. Copy of lease as applicable
7. Notarized letter of approval from property owner as applicable

### **Approval of Funding Request:**

Once eligibility is verified and all required documentation has been submitted, LDDA staff will present the funding request to the LDDA board for approval.

The LDDA board meets on the third Thursday of the month. Applicants will be notified of the date and time their application will be presented to the LDDA Board. It is recommended that the applicant attend the LDDA Board meeting in order to answer any questions the LDDA Board may have regarding the application. LDDA staff will notify the applicant of approval or denial in writing.

The LDDA Board reserves the right to approve or deny and grant application at any time if, in its sole and absolute discretion, it determines that the business will not advance the goals and objectives established for the LDDA district.

### **Procedure for Reimbursement:**

Once the project is completed and a certificate of completion is obtained (if applicable), the applicant shall submit a written request for reimbursement with the required documentation:

1. Copy of all permit fee receipts if applicable
2. Before and after photos
3. Copies of invoices of eligible improvements
4. Copies of payments of invoices of eligible improvements

### **Expiration of Grant Award**

Applicants must receive a building permit within six (6) months from the date the LDDA Board approves the grant request or the funding will expire. Extensions may be granted by the LDDA Board under special circumstances.

Project completion must be within twelve (12) months of the issuance of a building permit. Extensions may be granted by the LDDA Board under special circumstances.