



# CITY OF BEREA

*"The Grindstone City"*

**Cyril M. Kleem**  
Mayor

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Website: [www.cityofberea.org](http://www.cityofberea.org)

## **2018 City of Berea Business Grant Programs**

All applicants will be required to provide an **Occupancy Permit, a Business Plan or Marketing Plan, and an estimate of costs with this application.** Specific grant programs may require additional information to be submitted at the time of application, please see below. **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 listed below are required before reimbursement funds can be disbursed. 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 the necessary permits will result in forfeiture of grant funds.

### **\* All Grant Programs Have Limited Funds – Please Apply Early \***

- **Building Improvement Program:** Interior and/or exterior building improvements or permanent fixtures purchased within 365 days of the filing of a Grant Application 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 2017 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 for reimbursement. Business must obtain all necessary permits including: building, electrical, HVAC, plumbing, zoning, or related in order to be eligible for reimbursement. If awarded a grant for the Building Improvement Program, the project must be completed, paid for and all documentation for reimbursement submitted to the City by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.
- **Signage Assistance Program:** Installation of a new permanent exterior sign may be eligible to receive a rebate of 50% of the cost of the sign, not to exceed \$1,600.00. 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. If awarded a grant for the Signage Assistance Program, the project must be completed, paid for and all documentation for reimbursement submitted to the City by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.
- **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 2018 calendar year (2019 rent is not eligible). The 15% reimbursement shall not exceed \$450.00 per month. A signed copy of the lease must be included with the Grant Application. 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. In order to be considered for a hardship, the business must submit a

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letter and any necessary supporting documentation at the time of application. If awarded a grant for the Rent Reimbursement Program, all rent must be paid and all documentation for reimbursement submitted to the City by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.

- **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. Reimbursement is contingent upon proof of completion of the DMC services, proof of payment to BW and a Commitment Letter agreeing to retain the business in the City of Berea for 5 years from the time of reimbursement. If awarded a BW Digital Marketing Clinic Grant, the project must be completed, paid for and all documentation for reimbursement submitted to the City by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.
- **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 that can generate tangible cost reductions and/or revenue enhancements for the business: Energy conservation and clean energy; Waste reduction strategies; Development of green and sustainable product and services; and **Energy Treasure Hunts (new for 2018)**. Reimbursement is contingent upon proof of completion of the services, proof of payment to BW and a Commitment Letter agreeing to retain the business in the City of Berea for 5 years from the time of reimbursement. If awarded a BW Sustainability Consulting Grant, the project must be completed, paid for and all documentation for reimbursement submitted to the City by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.
- **Hood Installation Program:** When installing a commercial kitchen hood ventilation system in an existing structure, 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 for installation of the hood from the Berea Building Department. If awarded a grant for the Hood Installation Program, the project must be completed, paid for and all documentation for reimbursement submitted to the City by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.
- **Aviata Accelerators Grant and Scholarship Program:** Within one year of successful completion of the Aviata Accelerators Entrepreneur Program and opening or operating a business in the City of Berea, the City of Berea will provide the Aviata Accelerators graduate with a \$1,500 grant to be used toward any valid business purpose as well as provide reimbursement of the cost of the Aviata Accelerators courses up to \$250. Proof of payment of Aviata Accelerators tuition must be submitted by Monday, December 3, 2018 at 5:00 p.m. or funds will be forfeited. This program is citywide and has limited funds.

**\* NOTE: Incomplete Grant Request Submittals will not be reviewed \***

*\*Programs are citywide and have limited funds\**

**APPLICATION FOR BUSINESS GRANTS 2018**

**Check all applicable:**

- |   |   |
|---|---|
| <input type="checkbox"/> Building Improvement Program       | <input type="checkbox"/> Signage Assistance Program               |
| <input type="checkbox"/> Rent Reimbursement                 | <input type="checkbox"/> BW Digital Marketing Clinic Grant        |
| <input type="checkbox"/> Hood Installation Program          | <input type="checkbox"/> Aviatra Accelerators Grant & Scholarship |
| <input type="checkbox"/> BW Sustainability Consulting Grant |   |

**ANSWER ALL OF THE FOLLOWING**

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:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Business or Marketing Plan | <input type="checkbox"/> Occupancy Permit | <input type="checkbox"/> Estimate of total project cost or invoices,<br>if the project is complete |
|---|---|--|

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Each Grant Program has specific documentation that is required. The following information is **REQUIRED** before any reimbursement can be processed

### Building Improvement Program

In order to receive funds, **ALL** of the following must be submitted before 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 checks, receipts, etc. | <input type="checkbox"/> Spreadsheet detailing how purchases were used in the improvement. | <input type="checkbox"/> Copy of any required building or other permits. |
|--|--|--|--|

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### Rent Reimbursement

This program does not reimburse for the cost of common area maintenance, taxes, insurance, utilities or similar costs.

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

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### Signage Assistance Program

In order to receive funds, **ALL** of the following must be submitted before 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 checks, receipts, etc. | <input type="checkbox"/> Copy of sign permit |
|--|--|--|

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### BW Business Assistance Grant

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Copy of finished product produced by BW | <input type="checkbox"/> Proof of payment to BW via check, credit card, etc. | <input type="checkbox"/> Letter of intent committing to keep business in Berea |
|--|--|--|

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**BW Sustainability Consulting Grant**

In order to receive funds, **ALL** of the following must be submitted before reimbursement will be processed:

- Copy of finished product produced by BW
- Proof of payment to BW via check, credit card, etc.
- Letter of intent committing to keep business in Berea

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**Aviatria Accelerators Grant & Scholarship**

In order to receive funds, **ALL** of the following information from Aviatria Accelerators (“AA”) must be submitted before reimbursement will be processed:

- Copy of Certificate of Completion from AA
- Proof of payment to AA via check, credit card, etc.

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**Signatures:**

Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**City Use Only:**

Date Received: \_\_\_\_\_ Taxes: \_\_\_\_\_

Permits Pulled: \_\_\_\_\_