



# CITY OF BEREA

*"The Grindstone City"*

Cyril M. Kleem  
Mayor

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

## **2021 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 when filing this Grant 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 \***

**\* Grant Applications will NOT be accepted after all 2021 grant funds have been allocated \***

- **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 2020 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 at the time of reimbursement. Business must obtain all necessary permits including: building, electrical, HVAC, plumbing, zoning, or related in order to be eligible for reimbursement. This program is citywide and has limited funds.
- **Signage Assistance Program:** Installation of new permanent exterior signage may be eligible to receive a rebate of 50% of the cost of the signage, not to exceed \$1,600. All permanent exterior signage must be approved by the Berea Municipal Planning Commission and if applicable the Berea Heritage Architectural Review Board. A building permit is required for all permanent exterior signs. 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 2021 calendar year (2020 and/or 2022 rent is not eligible). The 15% reimbursement shall not exceed \$450 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 letter and any necessary supporting documentation at the time of application. 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. A Commitment Letter agreeing to retain the business in the City of Berea for 5 years must be submitted at the time of application. An invoice from the BW DMC and proof of payment to BW are required at the time of reimbursement. 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: Energy conservation and clean energy; Waste reduction strategies; Development of green and sustainable product and services; and Energy Treasure Hunts. A Commitment Letter agreeing to retain the business in the City of Berea for 5 years must be submitted at the time of application. An invoice from the BW Sustainability Clinic and proof of payment to BW are required at the time of reimbursement. This program is citywide and has limited funds.
- **Hood Installation Program:** When installing a commercial kitchen hood ventilation system, 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. This program is citywide and has limited funds.

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

**\* All Grant Programs have limited funds – Please Apply Early\***

**\* Grant Applications will NOT be accepted after all 2021 grant funds have been allocated \***

**APPLICATION FOR BUSINESS GRANTS 2021**

**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"/> 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 consider this Grant Application, **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 |
|---|---|--|

**CONTINUE TO NEXT PAGE**

Each Grant Program has specific documentation that is required either at the time of filing the grant application or before reimbursement, please read the following carefully.

### **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 check, credit card, 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. Please note when the following documents must be submitted:

- 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 check, credit card, etc. | <input type="checkbox"/> Copy of sign permit |
|--|--|--|

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### **BW Digital Marketing Clinic Grant**

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Invoice from BW Digital Marketing Clinic | <input type="checkbox"/> Proof of payment to BW via check, credit card, etc. | <input type="checkbox"/> Commitment Letter agreeing to keep business in Berea |
|---|--|---|

**CONTINUE TO NEXT PAGE**

**BW Sustainability Consulting Grant**

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

Invoice from BW Sustainability Clinic

Proof of payment to BW via check, credit card, etc.

Commitment Letter agreeing to keep business in Berea

**Signature:**

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

Date: \_\_\_\_\_

**City Use Only:**

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

Application Complete: \_\_\_\_\_ (Y or N)