

Downtown Restaurant Equipment Grant Application				
APPLICANT INFORMATION				
Name:				
Business:				
Mailing Address:				
City:		State:		Zip:
Email:				
Phone:				
Select one:	Owner		Tenant	
PROPERTY INFORMATION (Property for which grant funds are sought)				
Business Name:				
Description of business:				
Address:				
City:		State:		Zip:
PROJECT INFORMATION				
Project Cost	\$	Grant Request	\$	
Application Checklist (Please ensure the following items are included with the application)				
Narrative Project Description	Use the attached narrative questionnaire as a guide.			
Estimates	Include at least one itemized estimate for equipment costing less than \$5,000 and at least two estimates for equipment costing \$5,000 or more.			
Photos of the Current Space	Include photos of the current kitchen space and dining space.			
Floorplan	Include kitchen floorplan with all equipment as well as rough dining area floorplan.			
IRS Form W-9	Attached.			
SIGNATURE				
I authorize the verification of the information provided on this form and have attached all required documentation. I also understand that my project may be used for marketing the program.				
Applicant Signature:			Date:	

----- For Planning Department Review – Do Not Write Below This Line -----

	Okay	Fail
Located in Downtown District		
Zoning Permits Use		
Conforms to Zoning and Nuisance Code		
Reviewed Fire Code		
Reviewer Signature:		Date:

NARRATIVE PROJECT DESCRIPTION

Use the prompts below as a template for your own narrative or complete the prompts on this form. Use additional pages as necessary. Provide any relevant attachments including a business plan, projected costs and revenues, etc.

1. Describe your business.

2. Describe the grant project.

NARRATIVE PROJECT DESCRIPTION (cont.)

3. Provide your business's mission statement.
4. Describe your business's size, membership and leadership.
5. Describe your business's history (year organized, accomplishments, etc.).
6. Describe your market. Who is your customer, what research have you done to demonstrate the demand for your business?



NARRATIVE PROJECT DESCRIPTION (cont.)

7. Describe the community partners, resources and local support involved in this project. Describe the partners who have assisted in creating your business/project as well as the role and impact you hope your business will have in the community.

8. Describe the funding you have already leveraged to assist in with this project and with other business start-up expenses.

9. Provide any other information that will demonstrate the long-term sustainability of your project. This can include budgeting for costs and project revenue, project timelines, milestones for future growth.