



Downtown South Bend
**Retail Assistance
Mini Grant**

Let us help you attract customers and enhance the visitor experience.



Example 1:
Unique sidewalk sign.



Example 2:
Sidewalk café tables.



Example 3:
Artistic business signage.

RETAIL ASSISTANCE MINI GRANT PROGRAM

Summary

The Retail Assistance Mini Grant program focuses on helping small businesses in downtown South Bend attract customers by improving the appearance of their property and enhance visitor experience in the downtown.

The grant is a rebate program under which owners will be reimbursed 50% of the total amount spent on the qualifying portion of the project (minimum grant of \$100 and a maximum of \$1000). The cost for all the work must be paid for in full by the applicant before any grant funds are paid by DTSB. The applicant shall provide proof that all costs have been paid.

A downtown business is eligible for one grant per year. Applicants cannot apply for the DTSB Exterior Enhancement Grant and the DTSB Business Assistance Mini Grant at the same time. Exterior Enhancement Grant recipients have to wait a minimum of one year to apply for the Mini Grant.

Application Deadline

This grant is administered on a **first-come-first-served basis**. As such there is a rolling deadline; however, all applications for 2018 funds must be received no later than October 1, 2018 with work completed by no later than December 14, 2018.

Examples of Eligible Uses

- Interior Design Enhancements: interior paint, carpet, shelving, lighting, window displays and window treatments.
- Exterior Improvements: café tables & chairs, unique sidewalk signs, artistic business signage, planters.

Ineligible Uses

Financing existing debt, projects begun prior to grant approval, merchandise, professional design fees.

Geographic Area:

This grant is limited to downtown businesses located within the Central Business District (CBD) as defined in the City's Zoning Code. Contact DTSB for a map of the CBD.

Note: Grant improvement items must conform to all the rules and regulations of the South Bend Building code and CBD Guidelines. Grants will be considered on a first come first serve basis as funds are limited.

Application Process:

1. Complete the Business Assistance Mini Grant Application and submit with attachments listed in #2 to DTSB. Projects begun without authorization will NOT be funded.
2. Attachments: Applications must contain sample photographs of the proposed items and one estimate for the product or work to be performed. DTSB can request a second estimate if needed to make a determination.
3. DTSB staff will review the application and schedule a meeting with the applicant to discuss the project in further detail.
4. A decision regarding the grant will be made within 2-3 weeks of the application submitted to DTSB.
5. If approved, the applicant will sign a grant agreement with DTSB and then proceed with implementing their project.

Becoming A Community Partner:

The Applicant awarded any of DTSB Grants, (Exterior Enhancement, Interior Improvement, or Retail Mini) will be required to become a Community Partner of Downtown South Bend, INC. as long as the business operates in the Downtown South Bend boundaries. The following amounts represent the levels of Community Partnerships (Contribution per year):

Founders Alliance - \$10,000 and above

Downtown Diplomat -\$5,000-\$9,999

Core Supporter - \$1,000 - \$4,999

Urban Pioneer - \$100 - \$999

Benefits of each Community Partner Level can be described in the Community Partner Pledge Form.

Completed applications may be *mailed* to DTSB c/o Retail Assistance Mini Grant, 217 S. Michigan Street, South Bend, IN 46601,
Faxed to 574.233.7382,
Or *e-mailed* to lpinson@downtownsouthbend.com.

DOWNTOWN SOUTH BEND, INC.
RETAIL ASSISTANCE MINI GRANT
2017 APPLICATION



APPLICANT INFORMATION

Contact Name:

Contact Address:

Applicant's Phone (daytime):

Email:

PROJECT INFORMATION

Business Name:

Building Address:

Are you the building owner? Yes No
(If not, then please attached a written approval from building owner)

Are the property taxes current?

Project Description:

Total Project Cost: \$

Grant Request Amount: \$

Estimated Time of Completion (weeks)

PLEASE ATTACH A PRODUCT OR PROJECT ESTIMATE AND APPLICABLE PHOTOGRAPHS

BUSINESS OWNER AUTHORIZATION/CERTIFICATION

I acknowledge and understand that approval for the receipt of funds in no way creates liability of any kind whatsoever on behalf of Downtown South Bend, Inc. and agree to indemnify and hold Downtown South Bend, Inc. harmless from any and all liability.

Applicant Signature _____

Date

NOTE: If submitting this form by email, please state full name in the signature section above
If sending your application by e-mail to jills@downtownsouthbend.com please remember to save it!