



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

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AMERICAN RESCUE PLAN ACT (ARPA) City-Wide Restaurant Ready Grant Program

Applicant Type:

- Property Owner – Space Improvement for
 - Known Restaurant Tenant
 - Unknown Restaurant Tenant
- Restaurant Operator
 - Owner-Occupied
 - Tenant with Draft Lease or Lease

Property Information

Property Address: _____, Hagerstown, MD Zip: _____

Applicant Information:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____ Website: _____

Name of Restaurant Tenant (if not Applicant): _____

Project Information

Expected Start Date: _____

Expected Completion Date: _____

Note: Projects must be completed, and business open, no later than 7/1/2024 due to ARPA restrictions.

Anticipated Fit-Out Costs: \$ _____

Anticipated Branding/Marketing Cost: \$ _____

Anticipated Equipment/Furnishing Cost: \$ _____

Total Project Cost: \$ _____

Grant Request Amount (Max \$50,000): \$ _____

Project Square Feet: _____ sqft

Has the property been vacant, and if so, for how long? (Yes / No)

Vacant Since _____(month/year)

Terms of Lease:

Lease Start Date: _____ Number of years: _____

How many new jobs will be created within 2 years of the project completion? ____ new jobs

How many jobs will be retained as a result of this project? ____ jobs

Required Attachments:

ALL APPLICANTS:

- Narrative Description of Project to Include:
 - Description of the Project including renovations, improvements; Furniture, Fixtures and Equipment (FFE)
 - Description of the restaurant proposing to lease or be attracted to the space
 - Description the anticipated economic impact of the business/project on the immediate commercial area/neighborhood
- Design Plans and Occupancy Plan
- Project budget and construction/equipment cost estimates itemizing the scope of work for the project
- Project Timeline
- Photo(s) including 1 front, street view of the property
- Financing plan showing proposed funding sources and any other incentives or grants being used (bank statement, confirmed loan letter, award letters, etc.)
- SAM.gov Registration

Restaurant Operator Applicants – Must Also Include:

- Business Plan with Financial Projections
- Draft Lease (Final Signed Lease Within 45 Days of Approval)

Applicant Signature:

By signing below, I certify that the information above is true and correct, I agree to comply with the program requirements and eligibility as described in the ARPA Grant Guidelines, and I understand that if my application is approved, failure to comply will result in termination of the Letter of Commitment.

Applicant's Signature

Date

Return to:

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