

DOWNTOWN PARTNERSHIP OF BALTIMORE
SAMPLE Application: Baltimore Culinary Exchange Grant

By completing and submitting this application, you certify that the statements and answers within are true and accurate to the best of your knowledge and that you are authorized to apply for these funds on behalf of the applicant.

Applicants will be responsible for complying with all Downtown Partnership of Baltimore, Inc. (DPOB) program requirements and with any city, State or federal reporting requirements related to any funds received from the Baltimore Culinary Exchange Grant.

Additionally, Downtown Partnership of Baltimore, Inc. may be required to disclose information about grant applicants and awardees to the City of Baltimore and its agencies and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources.

APPLICANT INFORMATION:

Business Legal Name:

NOTE-READ CAREFULLY: *If the applicant is a business entity, your legal name, needs to be typed as it appears on your Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT). If the applicant is a general partnership or sole proprietorship, your legal name needs to be typed as it appears on your Business Registration with the Maryland Department of Assessment and Taxation (SDAT). However, only capitalize the first letter of each word unless your official name includes more capitalization. Also, please use the exact spelling of such suffixes as Inc. or Incorporation and use exact abbreviation and punctuation as used in the SDAT Certificate of Good Standing or Business Registration. Being attentive to this will ensure faster processing of your application. For More Information visit: <https://egov.maryland.gov/BusinessExpress/EntitySearch>*

Certificate of Good Standing or Business Registration:

DIRECTIONS: Upload a screenshot from the Maryland State Department of Assessments and Taxation (SDAT) website showing the applicant's good standing status or business registration.

NOTE: You DO NOT need to purchase an official Certificate of Good Standing, but the screen shot showing the good standing status or business registration MUST show a date and the date must **not be older than 30 days** prior to the date the application is submitted.

Upload a DATED screen shot indicating Good Standing Status or Business Registration- Date Shown Must NOT be older than 30 days prior to the date the application is submitted.

Business Trade Name:

Federal ID#:

NOTE-READ CAREFULLY: *This Federal ID# MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

IRS W-9 Taxpayer Identification Number and Certification:

DIRECTIONS: The name on the W-9 must be the legal name of the applicant business and should be exactly as it appears on your Certificate of Good Standing or Business Registration with the Maryland Department of Assessment and Taxation (SDAT). In addition, the Federal ID# and mailing address on the W-9 must be the same as the one you provide in this application. Please carefully review and ensure that these items are correct before submitting. Being attentive to this will ensure faster processing of your application.

Upload a SIGNED and DATED copy of your IRS W-9 Taxpayer Identification Number and Certification

Mailing Address: *This mailing address MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting.*

Street Address:

City:

State:

Zip Code:

Contact Information: Please provide the primary contact for this application should DPOB have any questions concerning the application or the applicant business.

Name:

Title:

Mobile Phone/ Best Phone Number:

E-mail:

What is the applicant's business purpose and/or official mission statement?

0/1000 max characters

Please provide business' website and social media information:

Web Address:

Instagram:

Facebook:

LinkedIn:

X (Formerly Twitter):

As of January 1, 2025, how many employees does your business have:

Number of full-time employees: _____

Number of part-time employees (work less than 40 hours/week): _____

Do you plan to hire additional employees as a result of receiving grant funds and/or expanding/moving to or opening in the property identified in this application:

___ YES ___ NO

If ANSWER IS YES How many employees do you estimate will be hired:

Number of full-time employees: _____

Number of part-time employees (work less than 40 hours/week): _____

Is your business veteran-owned

___ YES ___ NO

Is your business certified by the Maryland Department of Transportation (MDOT):

___ YES ___ NO

IF ANSWER IS YES:

Please select which business certification you have received from MDOT: (check all that apply)

___ Minority Business Enterprise (MBE)

___ Small Business Enterprise (SBE)

___ Disadvantaged Business Enterprise (DBE)

___ Airport Concessions Disadvantaged Business Enterprise (ACDBE)

Upload a copy of your Certification Profile from MDOT's Directory of Certified Firms (marylandmbe.mdbecert.com)

IF ANSWER IS NO:

Is your business at least 51% owned, operated and controlled on a daily basis by one or more of the following ethnic minorities and/or gender classifications: (check all that apply)

- ☐ African American
- ☐ Asian American or Pacific Islander (*includes West Asian Americans (Iran, etc.) and East Asian Americans (Japan, Korea, etc.)*)
- ☐ Hispanic American - *A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only. Brazilians (Afro-Brazilian, indigenous/Indian only)*
- ☐ Native American, including Aleuts
- ☐ Woman-Owned

APPLICANT FINANCIALS AND BUSINESS INFORMATION:

Is your business an existing business in operation for two or more years)?

☐ **YES, Existing Business**

☐ **NO, New Business**

When was your business established: MM/YYYY

DIRECTIONS:

Based on your answers above, if you are an Existing Business (in operations two or more years) upload two years of your profit and loss statements or federal tax return. If you are a New Business upload a copy of your business plan and proforma and if applicable, your most recent profit and loss statement.

Upload, in a single file, a copy of your Profit & Loss Statement or Federal Tax Return or Business Plan and Business Proforma as applicable based on date business was established:

Upload Required Financial Documents

Please answer EACH of the following: Provide (a) a brief description of current business operations, (b) planned use for the requested funds and how those funds will benefit business operations and (c) the financial capability to start, sustain or expand operations in the space, including specific information from your uploaded most recent financial statements and/or business plan/pro forma.

a. Provide a brief description of your business and current business operations:

(4000 max characters)

b. Explain the planned use of the requested funding and the anticipated benefit of the use of any awarded funding to improve business operations.

(4000 max characters)

c. Describe your financial capability to start, sustain or expand operations in the property, including specific information from the most recent financial statement(s) uploaded with this application or as described in your uploaded business plan and pro forma.

(4000 max characters)

PROPERTY INFORMATION:

Provide the address of the property that the business currently occupies or will occupy if you are requesting funding to support a new location for your business.

Street Address:

City:

State: Maryland

Zip Code:

Upload a picture of the exterior front of the property

UPLOAD

Do you own or rent the property listed above: (select one)

☐ Own

If OWN is selected:

Upload a screenshot from the Maryland Department of Assessment and Taxation's Real Property Database showing the applicant owns the property. For more information and to obtain the screenshot visit: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

UPLOAD

NOTE: If the property was recently purchased and the Real Property Database is not updated to show you as the owner, please provide a copy of your deed or HUD-1 settlement statement indicating a change in ownership from the property owner of record currently on the Real Property Database and you as the new owner.

Is the business currently open and operating in the space:

☐ Yes

☐ No

If YES is selected:

Please upload the following pictures: (1) at least 1 photo of exterior view of property with business signage visible (2) at least 2 photos of interior of business operations – photos should include people/activities related to the business operating out of the property

UPLOAD

Please upload a copy of Property and Casualty Insurance

UPLOAD

If NO is selected:

When will your business be open and operating in the space: Month/Day/Year

Please provide information on the timeline and plan for the business to open and operate in based on the activities/improvements as described in your application. If the occupancy of the space or business opening has been delayed for any reason please provide information related to the delay.

☐ Rent

If RENT is selected:

Please upload a copy of the signed and dated lease agreement for the property.

UPLOAD

Is the business currently open and operating in the space:

☐ Yes

___No

If YES is selected:

Please upload the following pictures: (1) at least 2 photos of exterior view of property with business signage visible (2) at least 3 photos of interior of business operations – photos should include people/activities related to the business operating out of the property

UPLOAD PHOTOS

If NO is selected:

When will your business be open and operating in the space: Month/Day/Year

Please provide information on the timeline and plan for the business to open and operate in based on the activities/improvements as described in your application. If the occupancy of the space or business opening has been delayed for any reason please provide information related to the delay.

GRANT REQUEST:

The BCX Grant offers two grant opportunities
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- **Operations-Only Grant: \$10,000-\$40,000** to support existing or new businesses with general operating costs.
Grant funds can be used for operating costs related to sustaining and growing the business, such as but not limited to staff costs (including training and certifications), marketing, inventory and supplies, equipment, systems software, rent and utilities, as well as other business operations and/or start-up costs.
- **Building & Operations Grant: \$50,000 to \$200,000** to support existing or new businesses with interior and/or exterior property improvements **and** general operating costs.
*Grant funds **must be** used for both property improvements **and** operating costs. Request for operating costs may not exceed 25% of the total requested funds.*
Operations: Grant funds can be used for operating costs related to sustaining and growing the business, such as but not limited to staff costs (including training and certifications), marketing, inventory and supplies, equipment, systems software, rent and utilities, as well as other business operations and/or start-up costs.
Building: Grant funds can be used for exterior property improvements such as but not limited to signage and lighting, cleaning and/or painting building exterior, historic restoration/renovations and repair, removal and/or installation of windows and door and interior improvements such as painting, flooring, furniture/fixtures and other costs associated with tenant improvements.

What grant funding are you requesting: (Select one)

___ Operations-Only Grant

___ **Building & Operations Grant** (Grant funds ***must be*** used for both property improvements ***and*** operating costs. Request for operating costs may not exceed 25% of the total requested funds.)

If OPERATIONS-ONLY SELECTED:

Minimum Request Amount: \$10,000

Maximum Request Amount: \$40,000

Grant Request Amount: \$_____

Briefly describe how you plan on using the operating funds requested and the need for those funds.

Based on the use of funds described upload costs estimates, proposals and/or contracts for the specific business operations support you are requesting funds for in this application.

UPLOAD COST ESTIMATES/PROPSALS/SIGNED CONTRACTS

If BUILDING&OPERATIONS SELECTED:

Minimum Request Amount: \$50,000

Maximum Request Amount: \$200,000

Grant Request Amount for Building Improvements: \$_____

Grant Request for Business Operations: \$_____

NOTE: Request for operating costs may not exceed 25% of the total requested funds

TOTAL GRANT REQUEST AMOUNT: \$_____

Current Building Conditions:

Please upload 3-5 photographs showing the current condition of the property. Include photos that show specifically what elements of the property (interior and/or exterior) are to be improved should your project be awarded funding as well as general views of the property.

UPLOAD PHOTOS

Building Improvements:

If RENT was previously selected:

Please upload a signed and dated letter from your landlord that acknowledges they are aware you are applying for a DPOB grant and agree to the exterior and/or interior property improvements requested in your application.

UPLOAD

Please upload conceptual design plans for the proposed interior and/or exterior improvements. For signage projects, include renderings that depict sign lettering style, size and sign dimensions.

UPLOAD

Please upload a detailed line-item budget from a registered/licensed contractor or licensed architect for your total project costs.

UPLOAD

Please upload 2 written costs estimates/bids from licensed construction professionals for the specific interior and/or exterior improvements you are requesting funds for in this application.

UPLOAD

Business Operations:

Briefly describe how you plan on using the operating funds requested and the need for those funds.

Based on the use of funds described upload costs estimates, proposals and/or contracts for the specific business operations support you are requesting funds for in this application.

UPLOAD

IF OPERATIONS-ONLY SELECTED:

BUDGET: Use of Requested Funds

Below list separately each item/activity, including the dollar amount, which will be supported by this grant request. Be specific. DO NOT write "Misc Expenses" or "Other".

BE SURE LINE ITEMS TOTAL THE SAME AMOUNT YOU ENTERED ABOVE IN THE GRANT REQUEST SECTION AND DESCRIBED IN THE BUDGET NARRATIVE SECTION.

USES OF FUNDS	AMOUNT REQUESTED
	\$
	\$
	\$
TOTALS	\$

Online form will allow for up to 10 lines

Budget Narrative:

Provide a brief explanation of each line item under “Uses of Funds” listed in the budget above. For each of the items under Use of Funds, include information on what the use of funds/activity is, a timeline for that use and how the activity supports your business operations.

IF BUILDING&OPERATIONS SELECTED:

Below list separately for Building Improvements and Business Operations each item/activity, including the dollar amount, which will be supported by this grant request. Be specific. DO NOT write “Misc Expenses” or “Other”.

Grant Request for Building Improvements:

BE SURE LINE ITEMS TOTAL THE SAME AMOUNT YOU ENTERED ABOVE IN THE GRANT REQUEST SECTION AND DESCRIBED IN THE BUDGET NARRATIVE SECTION.

USES OF FUNDS: Building Improvements	AMOUNT REQUESTED
	\$
	\$
	\$
TOTALS	\$

Online form will allow for up to 10 lines

Grant Request for Business Operations:

BE SURE LINE ITEMS TOTAL THE SAME AMOUNT YOU ENTERED ABOVE IN THE GRANT REQUEST SECTION AND DESCRIBED IN THE BUDGET NARRATIVE SECTION.

USES OF FUNDS: Business Operations	AMOUNT REQUESTED
	\$
	\$
	\$
TOTALS	\$

Online form will allow for up to 10 lines

Budget Narrative:

Provide a brief explanation of each line item under “Uses of Funds” for Building Improvements and Business Operations listed in the budgets above. For each of the items under Use of Funds, include information on what the use of funds/activity is, a timeline for that use and how the activity supports your business operations.

ARPA FUNDING:

The 2021 American Rescue Plan Act (ARPA) provided funding to the City of Baltimore through the State and Local Fiscal Recovery Fund in response to the COVID-19 public health emergency and its negative economic impacts. The City awarded ARPA Funds to support DPOB’s business assistance grant programs to ensure that businesses have the resources needed to recover from the ramifications of the COVID-19 pandemic on their business operations.

Did your business previously receive any local, state and/or federal COVID-19 relief/ARPA funding.

☐ Yes
☐ No

If YES is selected:

Please provide information on the name of the entity you the funds, the type of funds received, the award amount and the use of those funds.

For the proposed project you are requesting funds for in this application, have you applied to or received funds from any of the Baltimore Development Corporation's grant programs or other ARPA programs/funds to support any of the project costs.

☐ Yes

☐ No

If YES is selected:

Please provide information on the type of funds applied for, whether or not you received an award (if received, provide the amount of the award) and the use of those funds.

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DPOB Email Opt-In

☐ Opt-in for email communication and updates from the Downtown Partnership of Baltimore, Inc.