

# Downtown Jamaica Storefront Improvement Program

## Application

### TO APPLY

- Complete the application form. Do not leave any sections blank. If you are a business owner, ask your landlord to sign the property owner statement of support.
- Attach at least one picture of the entire building façade.
- Attach at least 2 estimates for all the improvements in your proposed project. All contractors must be licensed and insured.
- Submit all of the above materials to [storefronts@sbs.nyc.gov](mailto:storefronts@sbs.nyc.gov) on or before **July 11, 2019**.

### ▶ APPLICANT INFORMATION

I am a: Property Owner  Business Owner  Both

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Mailing Address \_\_\_\_\_

How do you prefer we contact you? Email  Text  Phone  Fax \_\_\_\_\_

### ▶ PROPERTY INFORMATION

Property Address \_\_\_\_\_ Legal Property Owner \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Building lot frontage \_\_\_\_\_ I don't know

If you are the property owner, list all commercial tenants at the above address & their lease expiration dates

\_\_\_\_\_  
\_\_\_\_\_

### ▶ BUSINESS INFORMATION (for business owner applicants)

Business Name \_\_\_\_\_ Type of Business \_\_\_\_\_

EIN \_\_\_\_\_ Business Address \_\_\_\_\_

Years in business at this address \_\_\_\_\_ Commercial lease expiration date \_\_\_\_\_

Years in business in Downtown Jamaica \_\_\_\_\_

Number of employees: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Square footage of retail space \_\_\_\_\_

What type of security device(s) do you use?

Solid Gate  Open-Grille Gate  Security Camera(s)  None

► **CAPACITY**

This is a reimbursement program. **You will be responsible for paying the total cost of the project upfront** and will be reimbursed 75% of the cost, after project completion, up to the maximum grant amount.

Construction is expected to begin in Fall 2019. When are you prepared to begin construction on your project?

Immediately  1 month  1-3 months  Other  \_\_\_\_\_

How much money are you prepared to invest in your project?: \$ \_\_\_\_\_

Please indicate the funds that will be used to pay for the proposed improvements.

- Cash on hand
- Bank Loan
- Business line of credit
- Jamaica Storefront Quick Loan  
Only requires: Bank statements, utility bills, photo ID
- Other (be specific) \_\_\_\_\_

► **PROJECT VISION**

Please indicate which eligible improvements you wish to make:

- Façade restoration (cornice repair, masonry work, brick pointing)
- New storefront sign and awning
- Open-grille security gates
- Storefront framing & window replacement
- Exterior lighting installation
- Exterior painting
- Door repair/replacement
- Other exterior improvements (be specific)

Please describe your proposed project. Include specific improvements, such as what materials or portions of the building will be replaced or repaired:

---



---



---



---

I am interested in receiving free design assistance from the program architect.

► **SIGNATURES**

**Applicant**

By signing below, I am requesting to participate in the Downtown Jamaica Storefront Improvement Program. I have read and understood the program guidelines. If selected, I agree to follow the outlined grant process, completing work that is in keeping with the stated requirements. I understand that I will be responsible for paying the total cost of improvements upfront and will be reimbursed after my project is completed. If selected to participate, I will sign an agreement with the New York City Business Assistance Corporation (NYBAC) agreeing to the grant terms.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Property owner statement of support** (for business owner applicants)

I am the owner of the property located at \_\_\_\_\_ . I have read the above description of the proposed storefront improvement project and consent to the completion of the project by the applicant under the guidelines of the Downtown Jamaica Storefront Improvement Program.

Property Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_