



**Main Street Muskogee, Inc.
Business Incentive - Application**



Applicant Information

Name of Applicant: _____

Legal Business Name: _____

Business Address: _____

Business Phone: _____ **Cell Phone:** _____

Business Owners E-mail Address: _____

Storefront Location Information

Location Address: _____

Usable Square Feet: _____

How long has the location been vacant?: _____

Hours of Operation for New Location: _____

Landlord Information: Please provide complete contact information

Property Owner's Name: _____

Property Owner's Address: _____

Telephone: _____ **E-mail:** _____

Business Applicant Information

Doing Business As "DBA": _____

Registered Business name. Registered on Business

License: _____



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Relationship to Business. The person applying on behalf of a business must have signature authority for the business. Please select the option that best fits your relationship with the business.

Owner/Founder **General Manager** **Other**

Federal Employer Identification Number (FEIN): _____

Type of Business: _____

Number of Years in Business: _____

Total Number of Open Locations: _____

Address of Open Location(s):

1. _____ **Number of Years in Operation:** _____

2. _____ **Number of Years in Operation:** _____

3. _____ **Number of Years in Operation:** _____

4. _____ **Number of Years in Operation:** _____

5. _____ **Number of Years in Operation:** _____

Annual Gross Income (Year 2022): _____

Annual Gross Profit (Year 2022): _____

Website: _____

Twitter: _____

Instagram: _____

Facebook: _____

Other: _____



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Total Project Cost Estimate: _____

Project Completion Time From Grant Approval: 30 Days 90 Days 180 Days

Request Amount: _____

Please attach copies of the following documentation:

1. A letter of Intent or lease agreement for the location in which you are applying for
2. A letter describing the way the grant will be used, along with a five(5) year business or proforma plan.
3. A current photograph of the project location within the context of the project
4. Approval by Main Street Muskogee Economic Vitality Committee
5. Approval by Main Street Muskogee Board of Directors

Applications must be submitted electronically to mainstreetmuskogee@yahoo.com referencing "Business Incentive Grant" in the subject line of the email.

I have consulted with Main Street Muskogee, Inc. about the proposed project. I fully understand the requirements of the Main Street Muskogee, Inc. Grant program and agree to proceed within those guidelines as they have been explained to me. I understand that should I be selected for the grant, in order to receive assistance from Main Street Muskogee, Inc. I must submit a copy of the project paid-in-full receipts to Main Street Muskogee, Inc. within 15 business days upon completion as supporting documentation for the assistance received.

Signature of Applicant

Date

Signature of Main Street Representative

Date

I, _____, owner of the aforementioned property, consent to the proposed project shown in this grant application in the above-named applicant. I, as the property owner, fully understand the requirements of the Main Street Muskogee, Inc. Grant Program and agree to proceed within the guidelines set forth by Main Street Muskogee, Inc. as they have been explained to me.

Signature of Property Owner, if applicable

Date



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Purpose and Objectives

The Business Incentive Grant is being offered by Main Street Muskogee, Inc. to property and/or business owners who wish to open a business with an existing customer base in the district or further develop a current base. The Business Incentive Grant is intended to encourage businesses located in the identified grant boundary to increase and/or maintain operational hours later into the evening to build an after 5:00 p.m. nightlife to meet the objective of this grant. The grant upon approval of the Main Street Muskogee board of Directors can allocate or amend a requested amount. Priority will be given to vacant commercial space buildings within the approved City of Muskogee Foundation boundary map district (please see attached).

The Business Incentive program is a grant program designed to support the downtown district with the goals to :

- Attract established businesses with existing customer base;
- Increase and/or maintain operational hours later into the evening to create a lively downtown;
- Decrease the number of vacant commercial spaces in Downtown Muskogee; and
- Ease the cost associated with establishing a new business
- Funded by the City of Muskogee Foundation, \$150,000 in total is available for businesses that occupy and rehabilitate ground-floor commercial space within the designated boundary. The grant funding will be spent on a rolling basis and each application will be reviewed by Main Street Muskogee on a first-come, first-serve basis. The Application period will open on April 1, 2023, and remain open until December 11th, 2023 or all funding has been expended. Submitting the application does not guarantee approval of request.
- If remaining funds are available after the close of the fiscal year, funds will revert to the City of Muskogee Foundation, unless active projects are incomplete.

Grant Conditions

Grant recipients must agree in writing to abide by all conditions contained in the grant, including:

- Grant recipients must display a sign identifying the project as having received a Main Street Muskogee grant. This will be supplied by Main Street Muskogee.



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- All necessary building and business permits must be in place before the project startup.
- Grant recipients must submit a claim for a payment on approved claim forms to receive payment
- All contractors must be licensed and bonded.
- Reimbursement of interior construction projects will occur only after the project is completed and inspected by Main Street Muskogee and all receipts for labor, materials, and business-related expenses have been submitted and approved. Payment for other business expenses may be issued on receipt of invoice.
- Extensions may be requested in writing with the concurrence of the review panel.

Definitions

Grantee: The individual(s) or businesses receiving the grant (tenant or building owners.)

Grantor: Main Street Muskogee, Inc.

What Can I Use It For?: Your business can use the grant funds for lease or mortgage payments, operating expenses e.g. extended hours, building repairs, tenant improvements, and other qualified business expenses. Funds cannot be used on storage spaces or for residential uses.

Is My Business Eligible?: New and existing businesses that purchase or currently operate a commercial space at least 400 square feet in size or began a new lease for such a space within the defined grant boundary, are eligible for Business Incentive Grants, subject to available funding and review. Your business will not qualify for grant funds if you will be vacating a commercial space to move to another unless to increase square footage or improve location.

Landlords and real estate investment firms that intend to hold the property for investment purposes are not eligible. Businesses that are part of a national or regional chain are also ineligible unless the business is an independently owned and operated franchise.



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Program Goal: The goal of the Business Incentive Grant is to provide one-time assistance to new and existing businesses opening a new location, expanding operations in a vacant commercial space, and businesses unique to the area.

Program Description: The program will provide grants to approved businesses to assist the business with costs associated with leases, mortgages, operational expenses, and other business costs related to the newly opened and or maintained, acquired or expanded location.

Eligible Grant Recipients: The Business Incentive Grant program funds are available to for-profit businesses meeting the following criteria:

- Must be located within the approved City of Muskogee Foundation boundary map (please see attached)
- Must certify that the business has not or will not vacate a commercial space to become eligible to claim this grant, unless to expand square footage.

Ineligible Businesses: The following businesses are ineligible for the Business Incentive grant program:

- The business is part of a national or regional chain, unless the business is an independently owned or operated franchise.
- Dead Storage
- Governmental units
- Home-based businesses unless the business unit is moving into a vacant commercial space to support functions of the business
- Residential uses and lessors of residential units/property (landlords) unless the business unit of the lessor is moving into a vacant commercial space to support functions of the business
- Real estate investment firms, when the real property will be held for investment purposes as opposed to otherwise eligible small business concerns for the purpose of occupying the real estate being acquired.
- Businesses engaged in any illegal activity under federal, state, or local law
- Businesses located in a space of less than 400 square feet



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Eligible Activities: Eligible uses of the grant funds include, but are not limited to the following activities:

- Commercial lease/mortgage payments
- Business operating expenses e.g. extended hours
- Commercial building repair and tenant improvements

Eligible Lease Terms: Interested applicants must submit a lease with the following minimum requirements:

- Be a direct lessee or owner of the space. No subleases allowed; and
- The lease must be executed on or after March 1, 2023; and
- Must execute a lease with a 5-year minimum term, with no option to terminate, except for dissolution of the business.

Applications will be accepted without an executed lease. In lieu of a lease, applicants must submit a Letter of Intent (LOI) from the owner or property manager of the location. The LOI must state that the above terms will be included. However, a grant agreement will only be executed once the applicant provides an executed lease agreement. All applicants are required to submit an executed lease agreement within 45 days of receiving a contingent award by Main Street Muskogee.

Performance Reporting: Recipients of the Business Incentive Grant will be required to submit semi-annual performance reports documenting the businesses assisted, as well as any other contract deliverables as requested.



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Narrative Information

This grant application will be evaluated based in-part on the quality of response to the below questions.

About the Business. Please use the space below to describe the business. Include details about products or services offered, customer base or population served, when the business was started; Tell us the story of the business.:

Building Improvements. Please use the space below to describe the permanent improvements/renovations/rehabilitation activities that will be done to the location.:

Increase Operational Hours. Please use the space below to describe how your increased hours will benefit the downtown area.: _____

Operating Expenses. If you are requesting lease, mortgage, or payroll expenses, please explain your rationale and how you will sustain this expense in the future.: _____



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Questions about the Grant. Use the space below to submit questions about the program.: _____
