

Mission: Interior Matching Grant Application

What is Mission: Interior?

Mission: Interior is a grant program supporting critical interior capital repairs for eligible businesses in Downtown Frederick that enhance both individual success and district vitality.

Through a competitive process, businesses can receive matching grants of up to \$5,000 per location, with \$20,000 available for 2025. Applications are due by **April 9, 2025**.

Key Funding Details:

- Covers up to 60% of project costs (higher matches are more competitive)
- No match required for projects under \$1,000
- Grant requests: **\$500 – \$5,000**
- **Work started before approval is ineligible**

Administered by Downtown Frederick Partnership's Business Development Committee, the program is funded by Maryland's Community Legacy Program, with support from the City of Frederick.

Who Can Apply?

Eligible businesses include **retailers, restaurants, service businesses with a retail component, and entertainment focused businesses**. Owners or tenants (with landlord approval) may apply.

Ineligible: Buildings for sale and certain business types (e.g., banks, discount retailers, pawn shops, adult entertainment, tattoo parlors, liquor stores and residential properties) due to state regulations.

Projects must be **within Partnership boundaries**, with priority given to Market St. (South–Ninth), Patrick St. (Bentz–Wisner), and Everedy Square/Shab Row. Other locations may be considered—contact **301.698.8118** for eligibility.

A location may receive **one grant per three fiscal years**, unless a compelling need is approved.

Eligible Improvements

Grants fund **affixed capital improvements**. Example eligible projects include:

- Barrier-Free Access
- Interior Demolition
- Drywall/Plaster
- Lighting
- Electrical
- Painting
- Flooring/Floor Repair
- Plumbing

How to Apply

Applications must be **submitted by April 9, 2025** with:

1. Completed **application form**
2. **W-9**
3. **Photos** of the interior (2 views) & exterior (include full height of building from sidewalk to roofline)
4. **Drawings/sketches** of proposed work (as needed)
5. **Contractor bids** for each project component:
 - **\$3,000+ grant requests** (total project cost \$5,000+): **2 bids per component**
 - **Under \$3,000 grant requests** (total cost <\$5,000): **1 bid** required
6. **Exclusions:** Design costs, permit fees, or conceptual drawings **not eligible** as per state regulations.

Incomplete applications will **not be considered**.

Selection Process

Applications are reviewed by the Business Development Committee, ranked, and funded in order until the **\$20,000** cap is met. If funds remain, a second application round **may** be held. The Partnership reserves the right to not fund an application even if grant dollars remain available.

Ranking factors:

- Longer lease/business tenure
- Greater than 40% match
- Expansion of business services
- Geographic diversity
- Restoration of historic features (e.g., tin ceilings)

Both longer business tenure and projects that expand the services offered by the business are key criteria in the overall ranking. As a result, a business with shorter tenure and a project that has a significant impact on service expansion may rank higher than a longer tenure business with a project that has a lesser impact on service expansion.

Following applicant notification, the Partnership will submit the selected projects to the Maryland Historical Trust (MHT) for review. MHT has 30 days to review and approve the project. Post MHT review, the Partnership will issue a grant approval letter with the grant award amount and any conditions.

Post-Approval Requirements

- Any necessary permits must be secured within 60 days and **work must be completed within 6 months** of award. Extensions may be granted under extenuating circumstances.
- **City approvals, permits & safety compliance** are the applicant's responsibility.
- The Partnership may **publicize** projects with signage, photos, or other promotional materials.

Reimbursement Process

Funds are **reimbursed after project completion**. Applicants must provide:

- **Final invoices** + proof of payment (canceled checks or credit card statements).
- **On-site review** by the Business Development Committee or Partnership staff.

Once approved, **reimbursement is processed within 5 days**.



Downtown Frederick Mission: Interior

Name of Applicant:

Name of Business:

Project/Business Address:

Phone Number:

Fax Number:

Email Address:

Type of Business:

Date Business Opened in Downtown Frederick:

Lease Commencement Date:

Lease Expiration Date:

Year purchased Building:

Property owner's name (if different from above):

Property owner's address:

Property owner's phone number:

Estimated Total Cost of Improvements:

Requested Grant Amount:

Cash Match Amount:

In-Kind Match Amount: *(not required)*

Estimated Date of Completion:

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Please briefly describe the proposed project.

What is the impact of the proposed project on your business?

What is the impact of the proposed project on Downtown Frederick?

Submittal Requirements

- Completed and Signed Application Form
- Completed and Signed General Conditions Form
- Copy of Executed Lease
- W-9 for the applicant
- Two color photographs of the existing conditions of the building interior
- One color photograph of the building exterior
- Detailed sketches/drawings/etc of the proposed improvements (include placement, color, dimensions and materials)
- One/Two bids for each project component on contractor letterhead (one contractor may bid on the entire project)

Signature of applicant _____ Date: _____



Downtown Frederick Mission: Interior

General Conditions

It is expressly understood and agreed that the applicant is not an agent, employee or subcontractor of Downtown Frederick Partnership, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HPC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Downtown Frederick Partnership, Inc. and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Mission: Interior.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to Mission: Interior.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Downtown Frederick Partnership, Inc. to promote an approved project, including, but not limited to, displaying Partnership signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

Signature of the applicant: _____ Date: _____

If the applicant is not the property owner, please have the property owner or an authorized representative review and co-sign the application below.

As owner of the property at _____ I have reviewed the above application and authorize operator of _____ at said address to perform the interior improvements described above as part of the Downtown Frederick Partnership, Inc. Mission: Interior.

Signature of property owner
or authorized representative: _____ Date: _____