



# Baybrook Retail Improvement Grant

## Information Packet

Make improvements to your commercial property with a grant from the Greater Baybrook Alliance!



# About the Baybrook Retail Improvement Grant

The **Baybrook Retail Improvement Grant (BRIG)** encourages businesses and property owners to improve their commercial properties, making Baybrook's commercial corridors more attractive to shoppers, and growing their vitality and economic performance.

Studies show that after exterior improvements:

- Sales improvements were sustained for several years,
- Sales increases exceeded increases in local taxes,
- The improvements attracted new businesses and shoppers to the area
- Owners/tenants of businesses in surrounding areas were motivated to make improvement

## Eligible Uses of BRIG Funds

Expenses related to design, engineering, and permanent capital improvements to the interior or exterior of your building are eligible uses of BRIG funds. Common examples of these types of improvements include but are not limited to:

1. Repair of historic exterior features such as trim, cornice, brickwork, etc.
2. Installation of new storefront windows, commercial doors, light fixtures, signage, and awnings.
3. Painted signage and interior and exterior painting
4. Interior tenant fit-out including framing, drywall, and electrical, plumbing, and mechanical installation and fixtures
5. Structural stabilization
6. Architectural design and engineering plans

Please note that BRIG funds cannot be used to pay for equipment such as refrigerators, shelves, or stoves.

## Eligibility

To be eligible for the BRIG, you must meet the following eligibility requirements:

1. The building must be located within the Brooklyn, Brooklyn Park, or Curtis Bay neighborhoods.
2. Your building must be a commercial property in which you can confirm lease or ownership. Properties leased must show evidence of owner permission.
3. The property must be occupied by a business, or have evidence of plans to occupy (such as a lease agreement).
4. Designs should consider the history of the building, the culture of the corridor, and the identity of the business.
5. Maintenance of improvements is required.

6. Applicant/ Business must be in good standing with the federal, state, and local authorities. You can check your business's standing with the state of MD here: [www.egov.maryland.gov/BusinessExpress/EntitySearch](http://www.egov.maryland.gov/BusinessExpress/EntitySearch)
7. Businesses must be willing to sign a Good Neighbor Agreement to support positive engagement with the community. More information about the Good Neighbor Agreement can be found at [www.greaterbaybrookalliance.org/gna](http://www.greaterbaybrookalliance.org/gna) or by contacting the program manager.

## How to Apply

Contact the Program Manager to discuss your ideas. GBA will provide assistance in all aspects of your application and project, from façade design to permit applications, scope development, and contractor selection. Call Elias at (443) 219-7212, or email him at [elias@greaterbaybrookalliance.org](mailto:elias@greaterbaybrookalliance.org). **Please note that no work done prior to submitting and being awarded the BRIG is eligible for reimbursement or payment.**

To apply you will need to:

- Determine project scope. If needed, obtain drawings from an architect or designer. Please contact the program manager for assistance if required.
- Submit 2 or more “before” pictures of the building.
- Complete BRIG Application.
- Submit your application, estimates, photos, and other materials as needed GBA Program Manager for design review.
- If your business is not operational and/ or the space you are renovating is vacant, you may be required to submit a business plan with your application. The Business Programs Manager can assist you with writing your business plan if required.
- ***Changes to the project proposal or an extension request must be sent in writing prior to work being done.***

After your application is received, it will be reviewed by the BRIG program manager who will identify which funding sources are appropriate for your project. Additional documentation may be required.

## Additional Resources

The program manager can assist you with all aspects of your project, from developing designs and scopes of work to helping with permit applications and contractor selection. Please contact the program manager, Elias Hinderberger, for assistance. You can email him at [elias@greaterbaybrookalliance.org](mailto:elias@greaterbaybrookalliance.org) or call at (443) 219-7212

If you require additional funding for work not covered by the BRIG, ask the Program Manager about GBAs other grant programs, small business loan fund, and grant and funding opportunities offered by our partners.

## Permits Reminder!

Baltimore City requires permits for most work done to your building. Permits are required for signs, awnings, and any construction (as well as other improvement work). Any permits required for proposed work must be obtained before beginning any work.

To obtain a permit you must provide a permit application and drawings/ pictures of your business and the proposed work before beginning any work. Your contractor may be able to include permitting in their scope of work as well. To get more info on permits, visit the Baltimore City permitting website at: [www.dhcd.baltimorecity.gov/pi/e-permits](http://www.dhcd.baltimorecity.gov/pi/e-permits)

## Program Partners:

The following organizations work together to make this grant opportunity available.

### **Baltimore City Department of Housing and Community Development (BCDHCD)**

BCDHCD works to improve the quality of life for all Baltimore City residents by revitalizing and redeveloping communities and promoting access to quality affordable housing opportunities in safe, livable neighborhoods. It is the Baltimore City agency that administers the Community Catalyst Grant which provides funding for the BRIG program.



### **Baltimore Development Corporation (BDC)**

BDC is a non-profit organization which serves as the economic development agency for the City of Baltimore. Our mission is to retain and expand existing businesses, support cultural resources, and attract new opportunities that spur economic growth and help create jobs. BDC serves as a one-stop shop for anyone interested in opening, expanding, or relocating a business in Baltimore City.



The BDC administers a Façade Improvement Grant citywide that GBA leverages to increase the available funding for eligible projects

### **Maryland Department of Housing and Community Development (MDDHCD)**

MDDHCD is proud to be at the forefront in implementing housing policy that promotes and preserves homeownership and creating innovative community development initiatives to meet the challenges of a growing Maryland. MDHCD is a Maryland State agency that administers the Baltimore Neighborhood Regional Initiative, which funds the BRIG program.

