



# Open for Business Grant Program

The City of Takoma Park's Open for Business Grant encourages businesses to locate within the City or expand their current Takoma Park space. Grant funds can be applied where most needed, whether to support capital expenditures and hard costs related to new business fit-out, existing tenant improvements, or serve as a one-time subsidy to offset cost of lease.

Ground-floor businesses outside of the Old Town commercial district may be funded at up to \$6/square foot. Old Town businesses, and upper-floor businesses elsewhere in Takoma Park may be funded at up to \$4/square foot. The maximum award to any single business is \$10,000.

Eligible applicants are businesses opening or expanding in the City of Takoma Park, with an ownership deed or a signed lease of at least three years for the property with a start date no earlier than October 1, 2023. Businesses may not have received prior funding from the City of Takoma Park, must be in Good Standing with the State of Maryland and in compliance with all City, County, and State regulations, and have a valid Use & Occupancy Certificate.

Awards will be made on a rolling basis as long as funds are available. 50% of the grant amount will be given at the time of execution of Grant Agreement. The remaining 50% will be awarded at the time of the business' Grand Opening or re-opening, which must be within six months of approval.

## Application

Please take a moment to review the list of required supporting documents at the end of the application so that you have them ready to upload when you reach that point in the process.

### Applicant Name

First Name

Last Name

Email

example@domain.com

Phone Number

xxx-xxx-xxxx

Business Legal Name

Business Common Name

**Property Address**

Street Address

City

State

Zip

Business License

enter license # or "nonprofit" as appropriate

Year Opened

Type/Description of Business

**Has this business previously received funding from the City of Takoma Park?**

- Yes, 2022 COVID Relief Funding only
- Yes, Other City funding
- No

**Please Check One:**

- I am expanding my current Takoma Park Business
- I am opening a new business in Takoma Park or relocating my business to Takoma Park from outside the City

**Business Ownership (please check all that apply)**

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Takoma Park Resident

Woman

Minority

Immigrant

LGBTQIA+

Other

**Racial Identity (please check any and all that apply to owners of this business)**

American Indian or Alaskan Native

Asian

Black / African American / African Descent

Hispanic or Latinx

Multiple Races

White

Prefer not to identify

**Use & Occupancy Certificate #**

**Square Footage of Property:**

**Property Ownership Status:**

Own

Rent

**If Rent: Lease Start Date**

**Lease End Date**

**Estimated Number of Full-Time Equivalent Positions**

**Average (or anticipated) Monthly Rent / Mortgage / Utilities Cost**

**Anticipated total fit-out costs for new space**

Why did you decide to locate your business in Takoma Park?

## Supporting Documents

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*If you have difficulty uploading the requested documents, you can email them directly to [grants@takomaparkmd.gov](mailto:grants@takomaparkmd.gov). Be sure to indicate that they are for an Open for Business Grant Application.*

Complete and Submit your [City of Takoma Park Vendor Form](#).

[Complete and save your W-9](#) to upload below.

**Upload your W-9**

[Click Here to Upload](#)

**Upload your lease or deed**

[Click Here to Upload](#)

**Upload documentation of square footage if not indicated in lease or deed.**

[Click Here to Upload](#)

**Upload your Certificate of Good Standing from the State of Maryland**

[Click Here to Upload](#)

[You can obtain your Certificate of Good Standing here.](#)

**Upload your business license or proof of nonprofit status**

[Click Here to Upload](#)