

Retail Grant Program
APPLICATION



RETURN APPLICATION TO:

Houston Downtown Management District
Retail Development Coordinator
909 Fannin, Suite 1650
Houston, TX 77010

Heather Swift
heather@downtowndistrict.org
713-650-3022 ext. 114

Date of Application _____

APPLICANT INFORMATION SUMMARY

Name of new business _____

Address of new business _____

Contact person _____

Contact person's address _____

Day phone _____ Evening/Cell phone _____

Email _____

BUSINESS INFORMATION SUMMARY

Description of business _____

Tax ID # _____

Length and expiration date of lease _____

Square footage of establishment _____

Days/hours of operation _____

Number of employees _____

Projected sales per square foot _____

Typical/target consumer(s) _____

Describe interior space (attach additional sheets if necessary)_____

Describe storefront design, street-front presence and public access (attach additional sheets if necessary)_____

FINANCIAL ASSISTANCE SUMMARY

Total build-out cost_____

If the total cost is greater than the amount of assistance requested or approved, how will the difference be financed?_____

Projected time for completion of build-out and target date for opening of store_____

Are there any pending lawsuits or judgments against applicant (and owner, if applicant is lessee)? If yes, please explain._____

CHECKLIST OF ATTACHMENTS

In addition to the grant application form, all applications must include:

- 5 Year Business Plan for the venture including (See Attachment C for a basic business plan outline):
 - ✓ Detailed cost sheet for tenant space build-out
 - ✓ Funding description for the project, including a five year cash flow pro forma
 - ✓ Proposed timeline for project construction and projected opening date
 - ✓ Floor plan/layout of physical space, including square footage and existing fixtures
 - ✓ Photographs, renderings of proposed improvements to the interior and exterior, including design/layout/"feel" (photos of similar concepts, material samples, etc.)
- Color photographs of existing conditions.
- If the applicant is a lessee, written consent from property owner giving permission to conduct improvements (See form below.)
- Architectural drawings and/or renderings of the improvements, reflecting placement, materials and colors to be used.
- Proof of funds for the project construction.
- At least one detailed proposal from a licensed, bonded contractor reflecting work to be preformed, costs and completion schedule. Any contractor that has submitted a competitive, detailed estimate can be used. Contractors cannot be changed during construction unless new proposals have submitted to HDMD.

CONTRACT ISSUES

All applicants will be required to enter into a contract in the form specified by the District. Included in that form will be language designed to limit the liability of the District and its affiliates against any and all claims. Please read the provisions in Attachment D with respect to indemnification and limitation of liability. Your signature on this application indicates your agreement that the indemnification language will be a part of the contract with the District.

Signature: _____ Date: _____

If the Applicant does not own the property, the below Owner Consent Form must be completed by the property Owner and submitted with the Application.

OWNER CONSENT FORM

The undersigned owner of the existing building located at: _____
(Address) certifies that _____(Applicant) operates or
intends to operate a business at the above location. The undersigned agrees to permit the
Applicant and his contractors or agents to operate a business and implement the improvements
listed on the Retail Grant Program Application (“the Application”) dated
_____.

The undersigned hereby waives any claim against the Houston Downtown Management District
 (“HDMD”) arising out of the use of said grant funds for the purposes set forth in the Application.
The undersigned agrees to hold the HDMD harmless for any charges, damages, claims or liens
arising out of the Applicant’s participation in the Retail Grant Program.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has
caused this instrument to be signed in its corporate name by its duly authorized officers and its
seal to be hereunto affixed by authority of its Board of Directors, if a Partnership by its Partners,
if a LLC or LLP, by its Members/Managers, etc. the day and year first above written.

(Company Name) leave blank if Owner is an Individual

By: _____ (Seal)

_____ Name

_____ Title

By: _____ (Seal)

_____ Name

_____ Title