

# Tenant Improvement Grant

Please note this form is only intended to help you prepare in submitting your application.  
All applications must be [submitted online by clicking here.](#)

This grant provides your business/organization with up to \$200,000 for fixed asset improvements (started after February 29, 2020 and completed by May 31, 2023) including, but not limited to: new awnings; interior/exterior signage; storefront lighting; exterior/interior reconstruction/rehabilitation; repainting of existing facades; outdoor dining infrastructure; repair/replacement of existing facade features damaged due to vandalism; HVAC and/or kitchen hood installation for spaces requiring a change of use; plumbing, electrical, and other utility upgrades to meet needs and comply with city/state regulations; and other improvements identified by businesses/organizations that meet the goal of improving competitiveness, sustainability, and revenue generation.

*This fund is a part of the federal ARPA program and has been awarded to the U District Partnership by the Washington State Department of Commerce with the explicit aim of supporting small, BIPOC-, and Woman-owned businesses.*

## Eligibility

- Was your project started after February 29, 2020 and/or will it be completed by May 31, 2023?
- Are you applying as a for-profit business (with less than 500 employees) or non-profit organization (501c3 or 501c19)?
- Is your business/organization located in the U District? (If your business/organization is not currently located in the U District, are you expanding/relocating your business to the U District?) ([Click here to view a map](#))
- Is your business/organization located on the Ground-Floor level? (must operate from a physical location that serves the general public) *Note that landlords/property owners that do not operate the business serving the general public are not eligible to apply.*
- Do you have an active City of Seattle Business License?
- Do you have an active Washington Unified Business Identifier (UBI) Number?
- Do you have (or are you able to attain within 14-days of award) a Unique Entity Identifier (UEI) Number?
- Are you currently open and actively doing business?
- Did you experience direct economic disruption because of COVID-19?
- Have you received any grant funding / government support during the pandemic that covered any portion of your project?

## Information



- Please select your Business/Organization type:
  - For-profit business (with less than 500 employees)
  - Non-profit organization (501c3)
  - Non-profit organization (501c19)
- Business/Organization Name:
- Business/Organization Address:
- Please click on the map to highlight the location of your Business/Organization:
- City of Seattle Business License Number(6 digits):
- Washington Unified Business Identifier (UBI) Number (9 digits):
- Unique Entity Identifier (UEI) Number (if you do not have a UEI, you will have 14-days to obtain one if you are awarded):
- Mailing Address (if different than business address):
- Your First and Last Name:
- Your Personal Cell Phone Number:
- Your Email:
- Affiliation with Business/Organization (e.g. Owner, Manager, Operator etc.):
- First and Last Name of your Property-Owner / Manager:
- Phone for your Property-Owner / Manager:
- Email for your Property-Owner / Manager:
- Is your Business/Organization at least 50% owned by women?\*
- Is your Business/Organization at least 50% owned by minorities, including Asian, Latino, Black, Indigenous and People of Color (BIPOC)?\*
- Is your Business/Organization registered on [UDistrictSeattle.com](http://UDistrictSeattle.com)?(If not, you will have 7-days to register if your application is awarded)

## Projects (Already Completed)

- Are you applying for funding to reimburse a project that has already been completed?
- Provide the date of when your project was started:
- Provide the date of when your project was completed:
- Describe and provide details about each component of your tenant improvement project (be as specific as possible):
- Describe how these improvements impacted your businesses/organizations health and viability:
- Describe how these improvements impacted the U District's customer experience:
- Describe how these improvements impacted the overall look & feel of your business/organization:

- Provide the total cost of these improvements:
- Attach a document that displays the receipts for all components of your project: (The total of these receipts should match the total cost of your improvements as described above)
- Attach a minimum of one photo that shows the improvements you've made: (attaching more photos is encouraged)
- Would you like to attach a second photo?
- Would you like to attach a third photo?
- Would you like to apply for additional funding to support further projects? (Please note the total award amount can not exceed \$200,000)

### **Projects (To Be Completed Before May 31, 2023)**

- Are you applying for funding to implement a new project before May 31, 2023?
- Select the tenant improvements that you'd like to implement:
  - Awning/Canopy
  - Signage (Exterior / Interior)
  - Lighting (Exterior / Interior)
  - Painting (Exterior / Interior)
  - Murals (Exterior / Interior)
  - Outdoor Dining Equipment (e.g. Tables, Chairs, Umbrellas, Fencing, etc.)
  - Interior Customer Equipment (e.g. Tables, Chairs, etc.)
  - Other Interior Equipment (e.g. Lighting Fixtures, POS Systems, etc.)
  - HVAC (Addition or Replacement)
  - Other (please specify):
- Describe and provide details about each component of your tenant improvement project (be as specific as possible):
- Describe how you plan to complete this project by May 31, 2023 (be as specific as possible):
- Describe how these improvements will impact your businesses/organizations health and viability:
- Describe how these improvements will impact the U District's customer experience:
- Describe how these improvements will impact the overall look & feel of your business/organization:
- Provide an estimated budget for implementing all components of your project:
- Have you reviewed the U District Storefront Revitalization Toolkit? Do you believe your project is consistent with the best practice outlined in that toolkit?
- Attach a minimum of one photo that shows the areas of your business/organization you would like to improve (e.g. photo of awning you would like to replace, photo of chairs/tables you would like to replace, etc.):

- Would you like to attach a second photo?
  - Would you like to attach a third photo?
  - Attach a minimum of one photo that illustrates the expected final result of your project. These photos should generally represent what you would like your business/ organization to look like once the project is completed. You may use any photo you find of other businesses/organizations, or products you would like to purchase (e.g. dining tables, chairs, lighting fixtures, signs, awnings, etc.) *These photos will aid the selection panel in understanding the visual impact of your project.*
  - Would you like to attach a second photo?
  - Would you like to attach a third photo?
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*\*This grant program uses the [City of Seattle's definitions](#) of minority- and women-owned businesses, but uses 50% ownership (rather than 51%).*

# U District Map

Businesses/Organizations must be located (or be in the process of relocating/  
expanding) within this boundary to be eligible for the U District Tenant Improvement Grant.

