

# **Downtown Development Investment Fund Application**

## **\*New Business or Kickstart\***

**Please read ORDER #2019-165, complete this application, and return it and the required documentation to the Downtown Development Director, located at City Hall, 32 Wall Street, Winchester, Kentucky.**

**The following application will provide staff with the information needed to determine your eligibility to receive a Downtown Development Investment Fund (DDIF) Grant.**

**New Business Grant DDIF funds cannot be awarded retroactively.**

**New Business Grants will not exceed \$7,000 per business, per year.**

Date\_\_\_\_\_

## **Applicant Information**

Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: Home: (\_\_\_\_\_) \_\_\_\_\_

Mobile: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Grant for which you are applying (Check all that apply):

☐ Retail Kickstart Grant

Applications accepted January 1 to September 30 (\$1,000 per fiscal year)

☐ New Business Stipend Grant

Applications accepted January 1 to September 30 (\$500 per month for one calendar year paid quarterly)

Is the property located within the Historic District (Please refer to Historic District Overlay Map): ☐ Yes ☐ No

Do you own the property: ☐ Yes ☐ No

## Outline Cover Letter

**Once the above is completed, attach an outline cover letter that includes the following information:**

- A description of proposed business including overall concept, history, past and current locations (if applicable).
- The projected community impact including estimated number of employees, expected customers per day, parking impact, and any other relevant information.
- Any foreseeable contribution to the Downtown Winchester community.
- A description of how the monies issued will be utilized.
- A detailed outline of costs associated with this project along with itemized estimation of expenses.
- Proposed hours of operation.
- Open date for business.

## Required Documentation

**The following documentation MUST be submitted with your application or it cannot be processed.**

- ☐ A completed and signed application.
- ☐ A cover letter (as outlined above). If applying for **Retail Kickstart** grant only, a letter including what will be purchased and why it will help your business is all that is needed.
- ☐ Copy of Business License
- ☐ If doing **New Business Stipend** Grant, a completed landlord agreement.

<b>APPLICANT ACKNOWLEDGEMENT OF UNDERSTANDING</b>
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I \_\_\_\_\_ (print name) certify that all statements on this application are true and correct tot the best of my knowledge. My signature below acknowledges receipt and comprehension of the Historic District Grant Order #2019-165, and I understand the City of Winchester's/ Winchester First's DDIF program. I hereby grant permission to verify the information supplied on my application.

I understand that this program is funded by the City of Winchester Downtown Development Investment Fund and monies may or may not be available on a yearly basis. Therefore, by signing this application, I understand there is no guarantee of grant funds being made available.

I understand that the Winchester First's Downtown Development Investment Fund Committee will review all applications and further reserves the right to approve or deny any application.

I understand that as a participant in this program, I will be issued a 1099 or a W-9 for the amount received.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

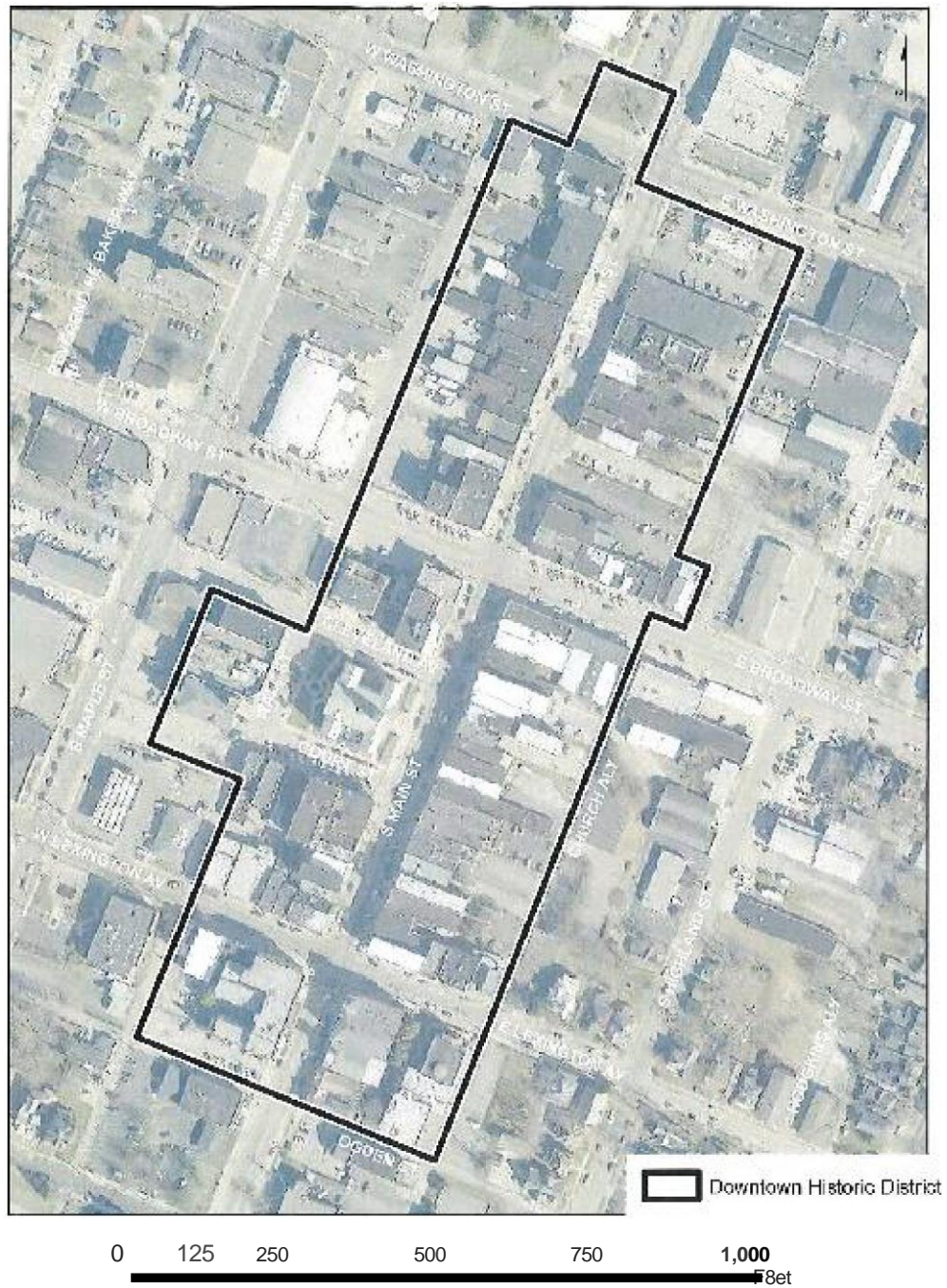
**Completed applications can be mailed to:**

City of Winchester  
C/O Downtown Development  
P.O. Box 40  
Winchester, KY 40392

**Or dropped off at:**

32 Wall Street  
Winchester, KY 40391

## Historic District Overlay Map



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