

BRUNSWICK BUILDING BLOCKS PROGRAM

What is This Program?

Last year the City of Brunswick granted ARPA funds to Brunswick Main Street to use towards improving the health, welfare, and safety of downtown buildings. This year the City has once again allocated funds from their budget to continue this worthwhile program! In 2023 we will also be branching out the program to include all city businesses inside city limits with less than 15 employees and **only one location**. Selected applicants will receive a **one-time** award to improve eligible commercial properties. Ideal projects will strengthen the property's infrastructure, and therefore, have a major impact on the building's overall usability and marketability.

Program Eligibility and Conditions

- Any property owner or business proprietor/tenant with lease authority or authorization from the building owner may apply for funding.
- The minimum total project cost eligible for award is \$50,000. If your project totals less than this amount, please inquire about other available grant programs.
- Brunswick Main Street will adhere to the State of Maryland's regulations that prohibit the following from applying for this award: adult bookstore, adult video shop, or other adult entertainment facility; check cashing facility; church or other religious or sectarian organization or use; college or university; community hall; fire station; gambling facility; gun shop; hospital; liquor store; massage parlor; nursing home, assisted living facility, crisis care center, group home, transitional housing, homeless shelter, or transient living facility; pawn shop; tanning salon; or tattoo parlor.
- This is a reimbursable funding opportunity. Applicants approved for reimbursement must have the means to financially support their project upfront. Reimbursement of the approved applicant will occur within 30 days of receiving a cleared bank check and copy of paid invoice from the contractor.
-

Steps to Submit Your Application

- **Conceptual Plan** Present a conceptual plan and meet with the City's Planning and Zoning Office BEFORE the application is submitted (**DEADLINE for Planning and Zoning review is July 28th**) to Main Street to ensure compliance with applicable codes and ordinances. If the applicant is awarded funding, the applicant must apply for a zoning certificate through the City of Brunswick and all necessary county permits.

- **Contractor Bids** Provide a minimum of two bids from a licensed contractor that itemize the proposed work and costs, as well as detailed drawings of the proposed improvements (placement, color, dimensions, and materials). The bid must be on contractor letterhead and the contractor's license number must be shown on the bid. **Due to current delays, it is advised to contact contractors at the earliest time to allow for responses within these funding timelines.**
- **Present Your Project** Schedule an in-person presentation (**between August 7-11th**) highlighting the property and the improvement areas proposed. Email chilton@brunswickmd.gov to schedule your presentation.
 - o Presentation formats can be video, PowerPoint, enlarged photos—be creative! The presentation should be no longer than 15 minutes. We want to know the details! If you are submitting a video, it does NOT need to be professional! It can be recorded with your phone.
 - o Tell us your story! How will the improvements help our town's revitalization, will it attract visitors, provide jobs, etc.? How will the improvements help with the appearance of our town holistically or will your project enhance historic character or infuse livability? Also, let us know if you are currently serving the community of Brunswick or if you have previously served a community that you were once a part of.
 - o **Review the rubric below to understand the areas that will be used to score your project. Try to reference those points in your presentation.**

We strongly recommend earlier submission of your application so a preliminary review can be done to make sure it is complete. Applications that are not submitted with all requirements by the deadline will not be reviewed.

DEADLINE FOR APPLICATIONS: AUGUST 4, 2023

PRESENTATIONS MUST BE SCHEDULED BETWEEN: AUGUST 7-11, 2023

ARPA FUNDING

RUBRIC for BRUNSWICK BUILDING BLOCKS PROGRAM

Brunswick Main Street Scoring Sheet

DEADLINE FOR APPLICATIONS: AUGUST 4, 2023

Applicant: _____

Project: _____

Total Project Cost: \$_____ Amount Requested: \$_____ Percentage _____%

Category	Scoring	Points
Impact of Project on Downtown		
Creates additional space for a business	10 Points	
Contributes to the retention of a business	5	
Restores historical/architectural character of the property	10 Points	
Improves basic functionality of building (electrical, plumbing, HVAC, roofing, windows, etc.)	10 Points	
Contributes to safety or accessibility of building	10 Points	
Will enhance the strategic focus of outdoor recreation	10 Points	
Would this award complete the overall project?	15 points	
Financial leverage on the part of the applicant		
Project has investment from applicant	10 pt Max	
Applicant's Qualification		
Does Applicant have detailed project Specifications?	10 Points	
Applicant has the experience, capability and resources to successfully complete this project.	5 Points	
Applicant shows a commitment to the community development by active involvement in Brunswick or other communities.	5 Points	
Total Score		
	Max 100 Points	

Brunswick Building Blocks APPLICATION
(TAKE THIS FORM WITH YOU TO CITY PLANNING DEPARTMENT)
Planning and Zoning Review No Later Than: JULY 28, 2023

Name: _____

Address of Building where funds are needed:

How much are you requesting for this project? _____

Date the property was built: _____

Project improvements (please describe the improvements you wish to make)

Do you have 2 contractors' estimates? _____ Yes _____ No

Please attach each estimate on the Contractor's letterhead and listing the Contractor's License number.

What will the major impacts to the usability of this property be if these improvements are made?

Have you received building improvement funding award(s) for this property in the past?

_____Yes _____No

If answer above was “yes” list the amount of funds, date(s) awarded and use of funds (separate sheet may be used):

Are you financially able to support your project upfront? _____Yes _____No

Will you be contributing to the funds requested? _____ Yes _____No

If so, how much will be you contributing? _____

**After filling out this application make an appointment with the Brunswick City Department of Planning and Zoning to go over your conceptual renovation design.*

Brunswick City Department of Planning and Zoning Approval

Signature

Date

Once approved by Planning and Zoning, e-mail chilton@brunswickmd.gov to schedule your in-person presentation between **AUGUST 7-11, 2023.**

What Happens Next?

- Once approved, applicants will be asked to sign a contract committing to complete the project following the guidelines outlined. Once the agreement has been signed and returned to Brunswick Main Street, you may start to work.
- The applicant is not to start work on the project before receiving final approval. Work that is started before receiving final approval will not be reimbursed by this funding opportunity.
- Work should start within 3 months of being approved, and should be completed within 12 months of the approval date.
- This is a reimbursement grant. The applicant will present proof of expenses (cancelled checks, paid invoices, etc.) to the Main Street office for reimbursement up to the amount of the grant. To qualify for reimbursement, the work must conform to the description in the approved application.
- Any changes to the scope, design, etc. of this project must be submitted and approved before funding will be submitted.