

BRUNSWICK BUILDING BLOCKS PROGRAM

What is This Program?

In 2022 ARPA funds were awarded by the City of Brunswick to Brunswick Main Street to use towards improving the health, welfare, and safety of downtown buildings. The City has continued to allocate funds from their budget to support this worthwhile program. In 2023, the program started to include all city businesses inside city limits with less than 15 employees and **only one location**. There will be 2 rounds of funding for the 24/25 fiscal year. **\$50,000.00 is currently available to be awarded to applicants outside of the Main Street district only**. There will be an additional \$275,000.00 that will be available in 2025 for properties on Main Street. 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 (letter of approval from Landlord required) may apply for funding.
- The minimum total project cost eligible for this award is \$5,000. If your project totals less than this amount, please inquire about other available grant programs.
- Brunswick 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. NO FUNDS will be given for project design, Architectural or Engineering.
- Award reimbursement is contingent upon site plan approval and all approved permits.

Steps to Submit Your Application

- **Conceptual Plan:** Make an appointment to 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 October 4, 2024**) 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 contractor that itemizes 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. **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 (**on October 15th**) 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. 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: OCT. 11, 2024

PRESENTATIONS MUST BE SCHEDULED: OCT. 15th, 2024

ARPA FUNDING
RUBRIC for BRUNSWICK BUILDING BLOCKS PROGRAM

APPLICATION DEADLINE: OCTOBER 11, 2024

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	10 Points	
Restores historical/architectural character of the property	10 Points	
Will project increase foot traffic or enhance diversity of Brunswick businesses?	15 Points	
Contributes to safety or accessibility of building	10 Points	
Will enhance the strategic focus of outdoor recreation	10 Points	
Improves basic functionality of building (electric/plumbing/HVAC/roof)	10 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: Oct 4, 2024

Name: _____

Address of Building where funds are needed:

How much are you requesting: \$ _____

Is the property in the Main Street District? YES ____ NO ____

Year the property was built: _____

Project improvements (Please describe the improvements you wish to make. If additional space is needed, please add pages.)

Do you have 2 contractor's estimates? YES ____ NO ____

List the Contractors and total estimates for the project:

1) _____

2) _____

Please attach each estimate on the Contractor's letterhead.

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

Are these funds being used to complete a phase of a larger project? YES ____ NO ____

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 you be 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, convert all documents into a PDF document and e-mail all to chilton@brunswickmd.gov. In the email, please state your best time(s) for your in-person presentation on **October 15, 2024**.

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 is done at your own risk and may not be reimbursed by this funding opportunity.
- Work should start within 3 months of being approved and must be completed by June 15, 2025. You will be required to submit bi-monthly reports on project progress.
- This is a reimbursement grant. The applicant will present proof of expenses (cancelled checks, paid invoices, etc.) to chilton@brunswickmd.gov 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 given.