

# The Town of Upper Marlboro's Business Improvement Program Grant Applications and Awards Policy

The Town receives funding from the State of Maryland to improve its downtown buildings and Main Street facades. The purpose of this program is to improve the aesthetic of the Town and encourage property owners to invest in their buildings. To ensure that the program is being run in a professional, fair, and equitable way the following procedures will be followed for all awards.

This policy will take effect immediately upon adoption by the Board of Commissioners and all active applications will be updated with appropriate paperwork as outlined in this policy.

- Every business in Town will receive instructions, an application, and a list of the eligibility requirements for the grant via email or postal mail In July of each year. These applications will go out regardless of their presumed eligibility or status as in good standing. This information and forms will also be available on the Town's website at all times.
- Applications will be submitted directly to the Town by the business owners. Town Staff, Elected Officials, or SCWG members will not complete applications on behalf of the business/property owners.
- The SCWG, Town Staff, and Commissioners may provide technical assistance to the property owners with their application. SCWG members will keep a written record of all meetings, times, dates, and topics discussed with individual property owners. These records will be provided to the Town. The business owner will keep possession of the application and complete it themselves.
- Applications will be processed by the Clerk's Office as they arrive in the mail. One copy will be submitted to the SCWG, and the original will be logged into a database and stored in a file on site at Town Hall for two years.
- SCWG will review the applications and complete checklists as to eligibility. The eligibility checklists will be those provided by the state and will not have additional criteria unless approved by the Town Board of Commissioners. Applications will be marked "eligible" or "ineligible" based on the checklists.
- These completed checklists will be provided to the Town Administrator or their designee who will notify the businesses of their eligibility status by letter and enclosure of a copy of their application and the completed eligibility checklist.
- Eligible applicants will be prioritized based on recommendation of the SCWG. All eligible applicants (whether they are recommended to receive funds or not) will be submitted to the Board of Commissioners for approval in order of priority.
- The Board of Commissioners will determine which awards will be funded based on the applications and the recommendations of the SCWG by voting at a Regular Town Meeting to award funding.
- Businesses will only be eligible to receive funds once every five years. If there are no new businesses interested in applying for funds then a business will be eligible to receive funds sooner than five years.