

## **Tenant Improvement Fund Frequently Asked Questions**

### **1. What if I own multiple businesses or locations?**

If an individual owns multiple businesses or no more than two (2) locations, the individual is limited to apply for one funding award for one business or location.

### **2. What type of tenant improvement projects qualify for this funding?**

The Tenant Improvement Fund will cover renovation costs to existing space such as outdoor seating, installation of takeout windows, improvements to air filtration systems and expansion of current space. Also, the Tenant Improvement Fund will cover buildout costs for a new location.

### **3. What can I use the funding for?**

Funding can be used for the full range of costs in a tenant improvement project, including hard construction costs, non-construction soft costs (architect fees, permit fees, etc.) and equipment.

### **4. What is the timeline for the Tenant Improvement Fund selection process?**

After the five-week application period closes, OED will begin reviewing applications and selecting recipients to receive City funding support during the month of September 2022. All applicants will be notified of their status in October 2022.

### **5. What information will I need to apply?**

Applicants will need to submit documentation, including:

- Statement explaining how COVID impacted your business including revenue loss and description of increased costs (for example, personal protective equipment, cleaning expenses, delivery fees charged by third party apps, etc.). If selected for funding, the business will need to submit recent financial statements from 2019, 2020 and 2021 to document the business' financial condition and COVID impact. If business is a startup, applicants must have business experience prior to 2019 and demonstrate COVID impact.

- Development budget describing project costs (hard construction, soft costs, etc.) and funding sources. If the applicant has not yet received commitment of the other development funding sources, the applicant may still apply but all funding sources must be secured as a condition of disbursement for the Tenant Improvement Fund award.
- Letter of Intent or Lease: Applicants do not need to have a Letter of Intent or Lease to apply for funding. However, if the business is selected for funding, the City will require a Letter of Intent or Lease as a condition for funding disbursement within six months of selection.
- Letter of Support from the local neighborhood business district organization, fellow small business owner or nonprofit organization where the project is or will be located.

## **6. What if I am currently looking for a project location?**

Applicants do not need to have a Letter of Intent or Lease at the time of applying for funding. However, applicants will need to identify potential site(s) where the project will be located. If the business is selected for funding, the City will require a Letter of Intent or Lease as a condition for funding disbursement within six months of selection.

## **7. What if I need help requesting a Letter of Support?**

Applicants will need to submit a Letter of support from the local neighborhood business district organization, fellow small business owner, or nonprofit organization where the project is or will be located. If your project is in one of the neighborhoods listed on the Business District Organizations document available on our website, the following organizations can be contacted to inquire about a Letter of Support.

## **8. What if I need help with the application?**

For general questions about the application, please contact Chera Amlag, Tenant Improvement Fund Program Manager, at [chera.amlag@seattle.gov](mailto:chera.amlag@seattle.gov) or call (206) 914-7130.