



## Tenant Improvement Fund Application

**INSTRUCTIONS – please read carefully.**

To prepare for this application, gather the following documents and information. You can save and continue editing your application anytime.

1. Unified Business Identified (UBI) number.
2. Seattle Business License Tax Certificate Number.
3. Legal structure of your business (sole proprietor, corporation, or LLC).
4. Gross income and net profit or (loss) for the following years 2019, 2020, 2021. You can use tax returns or internal financial statements (note: you do not need to submit returns or statements to apply).
5. Project Budget (can be an estimate) and Sources of Funds (does not need to be secured to apply).
6. Letter of Support (can save application, upload and submit final application later).

To move to the next page -> click “NEXT.”

To save and return to your application later -> click “SAVE & CONTINUE EDITING.”

After you have completed all pages -> click “MARK AS COMPLETE.”

Click “SUBMIT” on the left to submit your application.

A window will pop up to confirm -> Click “SUBMIT” again.

**IMPORTANT:** You will receive a confirmation email from [seattletifund@ndconline.org](mailto:seattletifund@ndconline.org) if your application was successfully submitted.

### BASIC ELIGIBILITY

- 1. Does your business have a valid City of Seattle Business license?**
  - Yes
  - No
- 2. Are your City Business and Occupations (B&O) taxes in compliance?**
  - Yes
  - No
  - No, but I can get into compliance within two months upon selection
- 3. Is your business regulated as an “adult entertainment” business under [Seattle Municipal Code 6.270](#) OR a cannabis shop, grower, or dispensary?**



- Yes
- No

**4. Does your business meet all three of the following factors:**

*Note: We will accept only one application per business owner.*

- ✓ For-profit business with 50 or less full-time equivalent (FTE) employees.
- ✓ Have annual gross revenue of \$2 million or less.
- ✓ Have two locations or less.

- Yes
- No

**5. Will your tenant improvement project be ready to begin construction before December 2023?**

- Yes
- No
- Unsure

## BUSINESS OWNER INFORMATION

**1. First name**

**2. Last name**

**3. Phone number**

**4. Confirm phone number**

**5. Email Address**

**6. Confirm Email Address**

**7. Primary language spoken at home (check all that apply)**

- English
- American Sign Language
- Spanish
- Mandarin
- Cantonese
- Taiwanese
- Toisanese/Taishanese
- Somali
- Amharic
- Tigrinya



- Oromo
- Vietnamese
- Korean
- Tagalog
- Japanese
- Laotian
- Thai
- Mon Khmer/Cambodian
- Bhutanese
- Burmese/Karen
- Nepali
- Pashto/Dari
- Russian
- Ukrainian
- Arabic
- Farsi
- Congolese
- Other: \_\_\_\_\_

**8. Are you of Hispanic or Latino/a/x origin?**

- Yes
- No

If yes, please specify.

- Cuban
- Guatemalan
- Salvadoran
- Mexican
- Puerto Rican
- Other: \_\_\_\_\_

**9. What is your race? Within racial groups, what is your ethnicity? (Check all that apply.)**

- Prefer not to say
- Native American or Alaskan Native
- White
- Asian
  - Chinese
  - Cambodian
  - Filipino
  - Hmong
  - Indian
  - Japanese
  - Korean
  - Laotian



- Thai
  - Vietnamese
  - Other: \_\_\_\_\_
- Black or African American
  - African American
  - Amhara
  - Eritrean
  - Oromo
  - Tigray
  - Somali
  - West African
  - Other: \_\_\_\_\_
- Native Hawaiian or Pacific Islander
  - Chamorro
  - Guamanian
  - Native Hawaiian
  - Polynesian
  - Samoan
  - Other: \_\_\_\_\_
- Middle Eastern or North African
  - Algerian
  - Egyptian
  - Iranian
  - Lebanese
  - Moroccan
  - Syrian
  - Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**10. What is your gender identity?**

- Female
- Male
- Non-binary/ gender nonconforming
- Two-spirit
- Prefer not to respond
- Other (please specify): \_\_\_\_\_

**11. Please list any additional business owners and percentage of their ownership**

**12. Is your business owned, managed, or controlled by at least 51% Black, Indigenous, or People of Color?**

- Yes
- No



**13. Is your business owned, managed, or controlled by at least 51% woman?**

- Yes
- No

**14. Why are you an entrepreneur? Tell us your story.**

*(Maximum 400 words or approximately two paragraphs.)*

**15. Why is it important for your business to be in your desired neighborhood (or current neighborhood)? What opportunities or impact do you bring or plan to bring to the neighborhood?**

*(Maximum 400 words or approximately two paragraphs.)*

**16. Is your business at-risk or currently being displaced from your current location? If yes, please describe your situation.**

*(Maximum 200 words or approximately one paragraph.)*

## **BUSINESS INFORMATION**

**1. Business legal name**

**2. Business DBA (Doing Business As)**

**3. Unified Business Identifier (UBI) number**

**4. Seattle Business License Tax Certificate number**

**5. Business primary location**

Address 1

Address 2

City

State

Zip Code

**6. Business mailing address (If different from location above)**

Address 1

Address 2

City

State

Zip Code

**7. What industry is your business in?**

- Biotech and Life Science
- Catering



- CleanTech/GreenTech
- Construction
- Creative Economy
- Education
- Financial Services
- Food or Beverage Manufacturing
- Health Care
- Manufacturing
- Maritime
- Mobile Vending
- Nightlife
- Professional Services
- Restaurant
- Retail
- Technology
- Tourism
- Other (describe): \_\_\_\_\_

**8. How long has your business been open?**

- Has not opened yet
- Less than a year
- 1-2 years
- 3-4 years
- 5-9 years
- 10 or more years

**If you selected “has not opened yet” or “less than a year”:**

**9. Have you previously owned a business?**

- a. Yes
- b. No

**10. What is the owners’ previous experience in the industry or with business ownership?  
Do you have a business plan?**

**If you selected more than one year:**

**9. What is the legal structure of your business for filing your taxes?**

- Sole proprietor: File business income and expenses on a **Schedule C (Form 1040)**
- Corporation: File business income and expenses on **Form 1120**
- Limited Liability Corporation (LLC)
  - Single member LLC: File business income and expenses on a **Schedule C (Form 1040)**
  - File as a partnership: File business income and expenses on **Form 1065**



- File as a corporation: File business income and expenses on **Form 1120**
- Not sure

## BUSINESS FINANCIAL HISTORY

*One category the Office of Economic Development will use to evaluate businesses is overall viability, measured by length of time in business, owner's industry experience, historic sales, and profitability. For businesses open prior to the COVID-19 pandemic, we are asking for historic sales and profits to understand how you operated before COVID-19 impacts.*

*In the following section, we will ask for information from your tax returns. If you do not have tax returns available, you can also use information from internal financial statements. **If selected, the Office of Economic Development has the right to collect your tax returns/financial statements to verify the information provided.***

*The following questions will ask for business income and profits. You can find this information on your business' tax returns. Please enter the number on the line listed in the question. If your business was not open, list "0."*

### Schedule C:

- What was your 2019 income? **(On Schedule C of Tax Return, line 1.)**
- What was your 2019 net profit or (loss)? **(On Schedule C of Tax Return, line 31.)**
  
- What was your 2020 income? **(On Schedule C of Tax Return, line 1.)**
- What were your 2020 net profit or (loss)? **(On Schedule C of Tax Return, line 31, line 22 or internal financial statements.)**
  
- What was your 2021 income? **(On Schedule C of Tax Return, line 1.)**
- What were your 2021 net profit or (loss)? **(On Schedule C of Tax Return, line 31.)**

### Form 1120:

- What was your 2019 income? **(On Form 1120, line 1c.)**
- What was your 2019 net profit or (loss)? **(On Form 1120, line 30.)**
  
- What was your 2020 income? **(On Form 1120, line 1c.)**
- What were your 2020 net profit or (loss)? **(On Form 1120, line 30.)**
  
- What was your 2021 income? **(On Form 1120, line 1c, line 22 or internal financial statements.)**
- What were your 2021 net profit or (loss)? **(On Form 1120, line 30, line 22 or internal financial statements.)**

### Form 1065:

- What was your 2019 income? **(On Form 1065, line 1c.)**



- What was your 2019 net profit or (loss)? **(On Form 1065, line 22.)**
- What was your 2020 income? **(On Form 1065, line 1c.)**
- What were your 2020 net profit or (loss)? **(On Form 1065, line 22.)**
- What was your 2021 income? **(On Form 1065, line 1c or internal financial statements.)**
- What were your 2021 net profit or (loss)? **(On Form 1065, line 22 or internal financial statements.)**

### **Comments**

*Please note if the information provided above is from tax returns, internal financial statements, or estimated from other sources. **If selected, the Office of Economic Development has the right to verify the information provided.***

*Optional: Provide any additional information related to the numbers submitted.*

### **COVID-19 IMPACT**

#### **1. How did the COVID-19 pandemic impact your business? (Check all that apply.)**

- My business was shut down due to COVID-19 State mandates.
- My business had limited seating capacity due to COVID-19 State mandates.
- My business had a decline in revenue.
- My business had an increase in expenses due to COVID-19 (Personal Protective Equipment or PPE, barriers or partitions, enhanced cleaning, outdoor space, upgrades, etc.).
- My business had staffing difficulties or shortages.
- My business has less capacity to weather financial hardship.
- My business faced increased startup costs due to the pandemic.
- My business lost expected startup capital due to the pandemic.

#### **2. Please further describe the impact of COVID-19 on your business.**

*The Office of Economic Development will accept owner attestation of COVID-19 impact but reserves the right to verify information provided.*

### **PROJECT INFORMATION**

#### **1. Are you making improvements to a space you are currently operating out of or are you moving into a new space?**

- I am currently in the space.
- I will be moving into a new space.

#### **2. Which neighborhood(s) is your current or target location located?**





**3. Do you have a lease or Letter of Intent (LOI) from your landlord?**

*A Lease or Letter of Intent is not required to apply but must be submitted within six months of selection. It is expected that the rental rate will not exceed market rent for the neighborhood. If the Lease or Letter of Intent is not available when applying, the applicant will be required to identify potential site(s) where the project will be located.*

- Yes
- No

**Project Address (only for new spaces)**

Address 1

Address 2

City

State

Zip Code

**If you do not have a specific space identified, please describe potential site(s), including addresses if available. How long have you been looking for a space? Are you working with a broker?**

**4. Describe your tenant improvement project.**

*(Maximum 200 words or approximately one paragraph.)*

**5. What is the size (square footage) of your tenant improvement project?**

*If you have not yet identified a space, estimate the size of space in square feet you are looking for.*

**6. What is the total cost of your tenant improvement project?**

*The Office of Economic Development will award funding up to a maximum amount of \$100,000 per business. The exact amount will be tied to the scope of the project and the business' actual need. It is expected that the landlord will contribute a tenant improvement allowance or provide lease concessions to lower the cost of the project. Businesses will also be required to contribute to the project.*

**7. How much in City funding are you requesting?**

If you are renovating or expanding your existing space, describe your previous investments in your business' space. Have you purchased equipment or made physical improvements? Estimate how much money the business owners have invested in the space.

**8. Do you have full commitment from other funding sources for your tenant improvement project?**

***Full commitment of all other funding sources is not a requirement to apply but will be a condition of receiving disbursement of City funds.***

- Yes



- No
- Some but not all

## DEVELOPMENT BUDGET SOURCES AND USES

The applicant is required to fill out the Development Budget questions below, these questions describe project **Uses** (a budget estimating hard construction costs, soft costs, etc.) and **Sources** (showing other funding to complete the project). If you have not received a commitment from all other funding sources, you may estimate the amounts. The total amount of Uses should be equal to the total amount of Sources.

*Note: All funding sources MUST be secured within 12 months as a condition of disbursement for the tenant improvement funding to occur.*

<b>Uses</b>	<b>Amount</b>	<b>Notes</b>
<i>Project budget</i>		<i>Provide additional detail here. Do you have a quote for the amount or is it an estimate?</i>
Construction: hard cost		
Equipment (list)		
Permits		
Consultants		
Contingency		
Sales Tax		
Total		

<b>Sources</b>	<b>Amount</b>	<b>Status/Notes</b> <i>(For example, received, committed, requested, etc.)</i>
Landlord Tenant Improvement Allowance		
Small Business' Contribution		
Requested City of Seattle Funding Award		
Other Funding Sources (please list)		
Total		



## LETTER OF SUPPORT AND CERTIFICATION

[Upload your letter of support here.]

If you are not ready to upload your letter of support, click “SAVE & CONTINUE EDITING” to save and return to your application once you have your letter. Guidelines for the required letter of support and template letter can be found at [bit.ly/TenantImprovement](http://bit.ly/TenantImprovement).

### **Certification**

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. All information given is subject to verification with all applicable State or Federal government agencies. This includes authorization to review and validate City of Seattle Business and Occupation (B&O) tax filing information. By signing and submitting this application for aid, you are authorizing the Seattle Office of Economic Development to access and review the tax information submitted by your business.

Signature

Date

### **Ready to submit your application? Follow these steps:**

1. Click “MARK AS COMPLETE” below.
2. Click “SUBMIT” on the left to submit your application. A window will pop up to confirm.
3. Click “SUBMIT” again.
4. You will receive a confirmation email from [seattletifund@ndconline.org](mailto:seattletifund@ndconline.org) if it is successfully received. Please check your junk folder if you do not see the confirmation email.

## END OF APPLICATION

Thank you for completing the Tenant Improvement Fund application.

**All applicants will be notified of their application status from the Office of Economic Development by October 2022. If selected, you will be asked to provide a Letter of Intent (LOI) or signed lease within six months of selection to move on to the final stage of funding.**

Please visit the [Seattle Office of Economic Development](http://Seattle Office of Economic Development) website for additional resources that may be available for you and your business. Technical assistance resources the Office of Economic Development provides include:

- Technology Access (website development, social media support, ecommerce tools, etc.)
- Financial Health (credit counseling, business plan development, financial projections, etc.)



- Legal (eviction moratorium, rent debt, etc.)
- Lease negotiation
- Site selection
- Tenant improvement project support (expedited permitting, space planning, selection of general contractor, etc.)
- Commercial space consulting (business development, space design and budget preparation, permit navigation, etc.)

## DISQUALIFICATION PAGE

Thank you for your interest in the Tenant Improvement Fund. We regret to inform you that your business does not qualify for the Tenant Improvement Fund.

Qualified businesses **must meet all** the following requirements:

- Be a for-profit business with 50 or less full-time equivalent (FTE) employees.
- Have an annual gross revenue of \$2 million or less.
- Have two locations or less.
- Is not regulated as an “adult entertainment” business under [Seattle Municipal Code 6.270](#) or cannabis shop, grower or dispensary.
- Have a valid City of Seattle Business License.
- Have a tenant improvement project you believe will begin construction prior to December 2023.

Please visit the [Seattle Office of Economic Development](#) website for additional resources that may be available for you and your business. Technical assistance resources the Office of Economic Development provides include:

- Technology Access (website development, social media support, ecommerce tools, etc.)
- Financial Health (credit counseling, business plan development, financial projections, etc.)
- Legal (eviction moratorium, rent debt, etc.)
- Lease negotiation
- Site selection
- Tenant improvement project support (expedited permitting, space planning, selection of general contractor, etc.)
- Commercial space consulting (business development, space design and budget preparation, permit navigation, etc.)