



Seattle Office of Economic Development

Thank you for your interest in applying to the Tenant Improvement Program. We will consider only one application per applicant.

Please carefully read through the program descriptions below, to find which one fits the current needs of your business.

Application materials submitted to the Seattle Office of Economic Development may become public information. Members of the public may request information with a formal request. Materials are subject to public disclosure due to the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 786 6777.

If selected as an awardee, Seattle Office of Economic Development reserves the right to use information you provide in your application for storytelling about OED and the Tenant Improvement Program.

- 1) **Sign Package (up to \$15,000):** This funding is for business owners who need updated or more visible signage for their commercial space.
- 2) **Equipment Package (up to \$50,000):** This funding is for business owners who need to repair or replace equipment that is essential to the operation of their business.

To complete your application, please gather the following information:

- UBI number
- City of Seattle Business License
- Signed Lease
- Budget for your proposed project including any bids collected for your proposed project
- 2023 and 2024 federal tax returns
- A bid or estimate from a sign or equipment vendor showing what you would like to purchase and cost

Application Instructions:

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@growamerica.org if your application was successfully submitted.

SIGN & EQUIPMENT PACKAGES

APPLICATION: BASIC ELIGIBILITY (SCREENER QUESTIONS)

1. **Please share the length of your current lease.**
 - I have a lease of 5 years or more.
 - I have a lease of less than 5 years but have a letter from my landlord that they will extend my lease if I am awarded.
 - None of these fit my situation. (*Branches to disqualification page*)
2. **Does your business have a valid City of Seattle Business license?**
 - Yes
 - No (*Branches to disqualification page*)
3. **Are your City Business and Occupations (B&O) taxes in compliance?**
 - Yes
 - No (*Branches to disqualification page*)
 - No, but I can get into compliance within two months upon selection
4. **Is your business regulated as an “adult entertainment” business under [Seattle Municipal Code 6.270](#) ?**
 - Yes
 - No (*Branches to disqualification page*)
5. **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 (*Branches to disqualification page*)
6. **Has your business been operating and licensed for at least 2 years?**
 - Yes
 - No (*Branches to disqualification page*)
7. **Do you have at least 3 years’ experience in the industry of your current business?**
 - Yes
 - No (*Branches to disqualification page*)

Must answer yes to all of applicant is redirected to the disqualification page, if answers yes to all above, app then continues to the next section:

BUSINESS OWNER INFORMATION

1. **First name**
2. **Last name**
3. **Phone number**
4. **Confirm phone number**
5. **Email**
6. **Confirm email**
7. **Please list any additional business owners and percentage of their ownership**

DEMOGRAPHICS

8. **Primary language used 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: _____

9. What is your race? Check all that apply.

- 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: _____
- Hispanic or Latino/a/x
 - Cuban
 - Guatemalan
 - Salvadoran
 - Mexican
 - Puerto Rican
 - Other: _____
- Native American or Alaskan Native
- Native Hawaiian or Pacific Islander
 - Chamorro
 - Guamanian
 - Native Hawaiian
 - Polynesian
 - Samoan
 - Other: _____
- Middle Eastern or North African

- Algerian
- Egyptian
- Iranian
- Lebanese
- Moroccan
- Syrian
- Other: _____
- White
- Prefer not to say

10. What is your gender identity?

- Female
- Male
- Non-binary/gender-non-conforming
- Two-spirit
- Prefer not to respond
- Other (please specify): _____

BUSINESS INFORMATION

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.

*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.***

1. **Business legal name**
2. **Business DBA (Doing Business As)**
3. **Unified Business Identification Number**
4. **Seattle Business License Tax Certificate Number**
5. **How long has your business been open?**
 - 2-3 years
 - 3-4 years
 - 5-9 years
 - 10 or more years
6. **What is your previous experience in the industry and with business ownership? (Max 200 words or about 1 paragraph)**
7. **What is the legal structure of your business for tax purposes?**

- Sole proprietor: File business income and expenses on a **Schedule C (Form 1040)**
- Corporation: File business income and expenses on **Form 1120**
- Partnership: File business income and expenses on **Form 1065**
- 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

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 you file taxes as a **Sole proprietor**, refer to Schedule C (Form 1040) in your personal tax returns.*

*If you file taxes as a **Corporation**, refer to Form 1120 on your business tax returns.*

*If you file taxes as a **Partnership**, refer to Form 1065*

*If you file taxes as a **Limited Liability Corporation (LLC)**, it depends:*

*If you file as a **Single Member LLC**, refer to Schedule C (form 1040)*

*If you file as a **Partnership**, refer to Form 1065*

*If you file as a **Corporation**, refer to Form 1120*

4. What was your 2023 income?

Find this on Schedule C, Line 1 **or Form 1120, line 1c **or** Form 1065, line 1c*

5. What was your 2023 net profit or (loss)?

Find this on Schedule C, Line 31 **or Form 1120, line 30 **or** Form 1065, line 22*

6. What was your 2024 income?

Find this on Schedule C, Line 1 **or Form 1120, line 1c **or** Form 1065, line 1c **or** internal profit and loss statement*

7. What was your 2024 net profit or (loss)?

**Find this on Schedule C, Line 31 or Form 1120, line 30 or Form 1065, line 23 or internal profit and loss statement*

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

- Yes
- No

9. Is your business owned, managed, or controlled by at least 51% women?

- Yes
- No

10. How many FTE do you currently have? (Enter number only)

11. Why are you an entrepreneur? Tell us your story. (Maximum 400 words or approximately two paragraphs.)

12. Why is it important for your business to be in your current or desired neighborhood? What opportunities or impact do you bring to the neighborhood? Please give specific examples of what you are already doing that benefits the community around you.

Example: Offering sliding scale services, senior discounts or free space use by community organizations.

(Maximum 400 words or approximately two paragraphs.)

13. What are your business goals for the next 5 years? If you are planning to retire within 5 years, what is your succession plan?

Comments

Provide any additional information related to the self-reported numbers submitted above.

If you have tax documents on hand, please upload here. This is optional at this time, but ***if selected, the Office of Economic Development has the right to verify the information provided.***

2023 Taxes Click here to upload (PDF only - optional)

2024 Taxes or Internal Financial Statement Click here to upload (PDF only - optional)

APPLICATION SELECTION

1. Which Tenant Improvement Program are you applying for? Please select one option.

- **Sign:** This funding is for business owners who need updated or more visible signage for their commercial space.
- **Equipment:** This funding is for business owners who need updated equipment that is essential to the operation of their business.

IF APPLICANT SELECTS 'SIGN'

1. Project Address
 - i. Street:
 - ii. City:
 - iii. State:
 - iv. Zip code:
2. Please upload your lease here. We require that your lease has 5 years minimum remaining (can include options to renew OR a letter from your landlord stating that they will extend your lease to 5 years if awarded). *(2 uploads for PDF or DOC for Lease and LL letter)*
3. What will this signage do for your business? Why would you like to be funded for signage? *(Maximum 200 words or about 1 paragraph)*
4. What is the cost of your desired sign? This must be from an estimate from a sign fabrication company. *(Enter numbers only)*
5. What is the installation cost for your sign? This must be an estimate from a sign fabrication company. Please note that the TI Program does not cover the cost of installation. OED reserves the right to collect documents to confirm this if you are selected. *(Enter numbers only)*
6. Please upload 1-3 photos of the signage you'd like to replace with this funding. *(PDF or JPG)*
7. Please upload a bid or estimate from a sign manufacturer. *(PDF or Word Doc)*

The Tenant Improvement Fund does not cover the cost of installation and will only cover the cost of your sign itself. Please certify that you are able to cover the installation costs for your sign, and that you've researched these costs by getting a sign manufacture and installation bid.

(ENTER NAME BELOW) _____

IF APPLICANT SELECTS 'EQUIPMENT'

1. Project Address
 - i. Street:
 - ii. City:
 - iii. State:
 - iv. Zip code:

2. Please upload your lease here. We require that your lease has 5 years minimum remaining (can include options to renew OR a letter from your landlord stating that they will extend your lease to 5 years if awarded). *(2 uploads for PDF or DOC for Lease and LL letter)*
3. What will this equipment do for your business? Why would you like to be funded for equipment? *(Maximum 200 words or about 1 paragraph)*
4. Please share your desired equipment list and estimated cost. Please see the **qualified equipment** list to guide you. If something you need isn't on this list but is central to the purpose of your business, please include it and we will consider it. *(Table with item and cost)*

Item	Cost	Notes
	TOTAL	

5. What is the cost of installation for your equipment? Please note that the TI Program does not cover the cost of installation. This must be an estimate from a signage company. OED reserves the right to collect documents to confirm this if you are selected. *(Enter numbers only)*

The Tenant Improvement Fund does not cover the cost of installation and will only cover the cost of your equipment itself. Please certify that you are able to cover the installation costs for your equipment, and that you've researched these costs by getting an equipment bid.

(ENTER NAME BELOW) _____

6. Please upload a bid or estimate from an equipment vendor. *(PDF or Word Doc)*

CERTIFICATION (ALL END HERE)

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

I understand that if I am selected and if I meet all requirements for the Tenant Improvement Program, this funding comes in the form of a 0% forgivable loan. I will need to complete all required documentation requests for purchases, remain in business for 1 year after my last payment, and complete the in-kind public benefit for my project in order for my loan to be forgiven.

Signature

Date

END OF APPLICATION

Thank you for completing the Tenant Improvement Program application.

If selected to move to the next stage, we will contact you to conduct an intake interview in June 2025. All applicants will be notified of their application status from the Office of Economic Development in July 2025.

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 offers include accounting and business consulting, commercial space consulting and expedited permitting.