



**City of Cambridge
Community Development Department
STOREFRONT IMPROVEMENT
PROGRAM
FY 24 APPLICATION FORM**

I. APPLICANT INFORMATION

1. Applicant Name: _____
 Phone: _____ Email: _____
 Business Name: _____
 Mailing/Legal Address: _____
2. Business Organization (circle one):
 Corporation (d/b/a) LLC Partnership Sole Proprietorship

II. OPTIONAL INFORMATION

1. **Do you self-identify as a woman or minority-owned business?** _____

A woman or minority-owned business, as defined by the [Massachusetts Supplier Diversity Office](#), includes businesses that are majority-owned by: a woman or women, a person or persons identifying as a racial minority, a person or persons identifying as LGBTQ, a veteran or veterans, a person or persons with a disability, or a person or persons of Portuguese decent.

2. **ETHNICITY:** Check **only the one** that applies to you:

- Hispanic or Latino Not Hispanic or Latino

3. **GENDER and RACE:** Check **one or more** that apply to you:

- American Indian or Alaska Native Asian *and* White Asian
- Black or African American *and* White Black or African American White
- American Indian or Alaska Native Native Hawaiian or other Pacific Islander
- American Indian or Alaska Native *and* Black or African American Other multi-racial
- Male Female Other

III. PROPOSED PROJECT INFORMATION

1. Project Address: _____
2. Check all that apply and/or describe project: _____

- Exterior Signage ■ Awning or Canopy ■ Exterior Lighting ■ Planter boxes ■ Storefront Windows
- Accessible Parking Space ■ ADA & Directional Signage ■ Paving/Grading/Curb Ramp
- Automatic Door Openers ■ Exterior Ramp ■ Entrance -- Lift ■ Entrance – New Door/Doorway

3. Project start date: _____ Project end date: _____

IV. REQUIRED SUPPLEMENTAL DOCUMENTATION

If applicant is the property owner: submit a copy of **latest tax bill and proof of payment**
 If applicant is the business tenant: submit a copy of **Cambridge Business Certificate**

If business tenant applicant is requesting a grant of \$2,500 or more (i.e. window, door, or ADA projects), submit **written permission from property owner** to participate in the program, **including expiration date of present lease and renewal options**. *A template letter is available on the next page.*

If business tenant applicant is requesting a grant of \$2,500 or less (i.e. sign or awning projects), secure the **signature of the property owner** on this application form. No additional letter is needed. *See below.*

CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of Cambridge Community Development Department of any changes in the proposed project which may occur. **By signing applicant certifies that they have completely read, and agree to, program Guidelines.**

Signature of Building Owner

Date

Print Name

Tax ID #

Signature of Commercial Tenant (if Applicant)

Date

Print Name

Tax ID #

RETURN COMPLETED APPLICATION & SUPPLEMENTAL DOCUMENTS TO:

Cambridge Community Development Department, Economic Development Division
 City Hall Annex, 3rd Floor, 344 Broadway, Cambridge, MA 02139
 Attn: Christina DiLisio E-mail: cdilisio@cambridgema.gov Telephone: (617) 349-4601

Date:

To Storefront Improvement Program Manager,

I, _____, give permission to
_____ to

participate in the City of Cambridge Storefront Improvement Program.

**I have spoken with _____ and understand
that the scope of work may include improvements to the real property at**

_____.

Improvements that have been discussed with me include:

- Accessibility (e.g. ADA/MAAB ramps, ADA/MAAB walkways, push buttons, and door actuators)
- Building façade (e.g. doors, windows, exterior lighting, and/or masonry)
- Business signage (e.g. blade signs, awnings, flat signs, window graphics)
- Other

_____ has a lease that will expire on
_____ and has _____ option(s) to renew.

Please contact me with any questions.
