Downtown Chambersburg Inc.

Business Improvement Microgrant Application

September 2026 (v.2)

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- ☐ Non-refundable $100 application fee
- ☐ For new businesses (less than 18 months in business), include business plan
- ☐ For new businesses (less than 18 months in business), include proof of PA SBDC graduation OR projected financials
- ☐ For established businesses (more than 18 months in business), include most recent P&L

Name of applicant: _____

Name of business: _____

Project/Business address: _____

_____

Phone number: _____ **E-mail address:** _____

Type of business: _____

Applicant is the:

☐ **Property owner** ☐ **Business owner** ☐ **Other:** _____

How long has the business been at the current location? _____

When does your current lease expire? _____

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number/email: _____

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "Owner Authorization" section.

Project Details

Please describe below, or via a supplemental attachment, the proposed project. The following *required information* must accompany this application:

Minimum of three bid on contractor letterhead detailing the proposed work

Description of project (e.g., capital expenses, facility improvements, hardware or software, marketing project):

_____

_____

_____

_____

Proposed project budget: _____

Describe your business longevity, how the project aligns with DCI's values, and how the project will spur returned community investment. You may also describe how the project achieves DCI's vision of downtown Chambersburg as a crossroads where art and diversity unite, local food and international cuisines combine, new ideas and traditional values converge, and vibrant and healthy lifestyles abound.

How much funding assistance are you requesting? _____

Proposed start date: _____

Estimated completion date: _____

(Note: Any project submitted for funding should be completed within 120 days of contract date.)

Estimated cost of additional work to the property: _____

DCI Mission Statement: To promote, advance, and stimulate economic health and vitality in the Downtown Chambersburg community.

DCI Vision Statement: Actively support local businesses, commerce, residents, and visitors in Downtown Chambersburg, Pennsylvania, to promote and establish the downtown area as the premier destination for living, working, and exploring.

Core Values

1. Inclusivity and Diversity – Embrace and reflect the diversity of downtown Chambersburg through engagement and education.
2. Collaboration – Engage stakeholders in shared planning and execution of events and initiatives.
3. Community Development – Empower business and entrepreneurial growth within downtown and nearby neighborhoods.
4. Partnerships – Build bridges with local organizations and communities.
5. Sustainability – Maintain strong governance, leadership, and financial stewardship.

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Downtown Chambersburg Inc. and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the grant.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the grant.
- The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti and trash and sweeping and shoveling in front of the property.
- The applicant authorizes DCI to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in DCI's materials and press releases.
- The applicant understands that DCI reserves the right to make changes in conditions of the grant program as warranted.

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

Owner authorization

As owner of the property (insert address) _____

I have reviewed the above application and authorize operator of _____

at said address to perform the project described above as part of DCI's Business

Improvement Microgrant.

Signature of property owner or authorized representative:

_____ **Date:** _____

☐ I also verify this applicant is current with rent. The applicant's lease expires on:___

Signature of applicant: _____ **Date:** _____

If applicable: I, as a member of Downtown Chambersburg Inc. recuse myself from voting on this application.

Signature of Downtown Chambersburg Inc. member:

_____ **Date:** _____