



**Greater Port Washington
Business Improvement District**

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Business Improvement District**

P.O. Box 121, Port Washington, NY 11050
(516) 883-8890

E-mail: gpwbid@optonline.net

www.portwashingtonbid.org

In recognizing the great distress many of our businesses are in as a result of the COVID-19 health emergency and the cost to retrofit their businesses to deal with this issue, the Board of the Greater Port Washington Business Improvement District is issuing a “one-time” Re-Opening Grant Program for its BID members described below. To qualify, the entity requesting a grant must be a member within the Greater Port Washington Business Improvement District as required by our By-Laws.

2020 PORT WASHINGTON RENEW & RE-OPEN GRANT PROGRAM

Program Overview

With the reopening phases and new guidelines, businesses will incur additional costs as mandated by COVID19 re-opening regulations. Financial assistance for the costs of mandated compliance will go far in helping businesses re-open. As a result, the GPWBID is offering a “one-time” grant to our members who apply to help them meet these extraordinary costs, UP TO a maximum of \$250 per business.

Program Goals

1. Offset costs of compliance to New York State mandated requirements
2. Ease efforts to re-open post shutdown
3. Build consumer confidence in safety of returning to businesses

Grant can be used for Board approved expenditures, such as:

1. Messaging - signage/posters/flyers pertaining to re-opening announcements, hours of operation, posting about services offered and safety compliance notifications.
2. For restaurants – contactless menus
 - a. Purchase chalkboard or dry eraser board for display;
 - b. Printing of single use menus;
 - c. Creation of touchless menus created with QR code readable on mobile devices. Grant can cover the cost of IT support, subscription and/or display accessories;
 - d. Costs associated with reconfiguration of indoor and outdoor dining.
3. Professional design services to re-work space in order to comply with spacing guidelines, traffic flow, plexi-barriers, etc.
4. Employee safety - may include the following:
 - a. Purchase of PPE as required for employers to provide for employees;
 - b. Purchase of sanitizer dispensers;
 - c. Installation of temporary protection barriers at registers, etc.
5. Additional expenses incurred but not listed must be approved by BID Committee.

**PORT WASHINGTON RENEW & RE-OPEN GRANT
PROGRAM REQUIREMENTS:**

1. Applicant must be deemed a BID member as of the date of filing the request
2. Subject to the available Grant Program Funds
3. Must provide a detailed list of the Grant Request, itemizing the items and their role in improving the safety for COVID-19 requirements.
4. Must provide back-up documentation of the requested grant with copies of invoice / expense receipts and proof of payment.
5. Expenses must be incurred after March 15, 2020 and paid for prior to the Grant Re-Opening Program submission.
6. The grant application cycle closes July 31, 2020. Applications can be made by mail and postmarked July 31, 2020 or submitted electronically through the application portal found at www.portwashingtonbid.org by 5 pm on July 31, 2020.
7. When all information is submitted the BID's Board of Directors will review the request and will notify applicants of its determination.
8. Approved Grant monies will be mailed via checks to applicants on or about August 31, 2020.

PROGRAM RULES FOR AWARDING GRANTS PURPOSE AND PROCEDURE:

- The Board has the right to accept, deny or adjust the amount granted for any request.
- All grant requests will be processed in the order in which the fully completed grant application is received at the BID office.
- The Board reserves the right to expand the program, but this is not anticipated at this time.
- All grant requests are subject to:
 - the availability of program funds and
 - the specific program requirements, the proper requested information provided and the application being on time.

Incomplete applications will be returned to the applicant and can be re-submitted only once and must be received by the BID within 10 days of notice of failed submission.

SHOP PORT FIRST! - While not a requirement, we hope that all businesses will seek to purchase as much of their PPE services and supplies from Port Washington Businesses!

**For more information and any questions please contact:
Holly Byrne, Executive Director at (516) 883-8890 or at
gpwbid@optonline.net**

Mail in Application for Port Washington BID Renew & ReOpen Grant

Please complete the application and include required documentation for proof of purchase

Business Name:

Business Address:

Business Owner:

Contact Information:

I have read and agree to the rules for the Renew and Revive Grant. Please check each item below.

- My business is within the boundaries of the Business Improvement District
- I understand awards are subject to the available Grant Program Funds
- I have provided a detailed list of the Grant Request, itemizing the items and their role in improving the safety for COVID-19 requirements.
- I have provided back-up documentation of the requested grant with copies of invoice / expense receipts and proof of payment.
- I understand the expenses must be incurred after March 15, 2020 and paid for prior to the Re-Open & Renew Grant application submission.
- I have mailed this completed application and required documentation and postmarked by July 31, 2020 to qualify.
- I understand if my application is incomplete, I can resubmit an application one (1) time and within 10 days of notification.
- I understand that approved grant monies will be mailed via checks to applicants on or about August 31, 2020.

Please submit a completed application form along with all required documents by mail to:
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