



2024 - NEW TENANT BONUS GRANT PROGRAM

The Greater Port Washington Business Improvement District (“GPWBID”) is sponsoring a New Tenant Bonus Grant Program intended to aid a **new** tenant who enters into a lease for a **vacant commercial space** located within the district. This grant is awarded on a first come, first served basis and is subject to available funds. **If approved, the New Tenant Bonus Grant award is a maximum of \$2,000.00.**

GRANT PROGRAM OVERVIEW

- The GPWBID 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 GPWBID office.
- All grant requests are subject (a) to the availability of program funds for the current year and (b) to the specific program requirements for each grant requested.
- The GPWBID's offer will be honored subject to eligibility and available funds.
- Sign, Facade Aid and Tenant Bonus Grants submitted at the same time or within one year of the other will be combined as one project and subject to a maximum combined amount of \$5,000.00.
- Amount awarded is subject to grant monies received for this program from other organizations.
- If your application is incomplete, corrected or additional information must be received by the GPWBID within 10 days of notification to you of these circumstances.
- The GPWBID has the right to accept, deny or adjust the amount granted for any request.

ELIGIBILITY GUIDELINES

- The tenant must be a new business within the GPWBID.
- The lease must be for a term of at least five years.
- The leased space must be for a minimum of 800 square feet of space.
- The tenant must apply within 12 months of entering into a lease.
- The lease must comply with all government regulations.
- Multiple locations under the same corporate business name and/or owner are not eligible.
- The sale or transfer of an existing business either in the same location or a new location is not eligible for this grant unless the location has been vacant for 6 months.

GRANT APPLICATION PROCEDURE

If you believe you qualify for a new tenant bonus grant, as described above, you may submit a completed application package via email to director@portwashingtonbid.org or by mail to Greater Port Washington Business Improvement District, 329 Main Street, Port Washington, NY 11050. The application packet must include:

1. Cover letter of introduction including contact information and business name
2. Notarized affidavit (see blank form)
3. Completed IRS W-9 form
4. Copy of lease agreement. This is for internal office use only and can be scanned as attachment.

When all information is submitted, the GPWBID’s Board of Directors will review the request and will notify you of its determination.

If your grant application is approved, funds will be made available when the business is open.

For more information, contact Holly Byrne, Executive Director at (516) 883-8890 or at director@portwashingtonbid.org