



2023 Holiday Cheer Grant

APPLICATION DEADLINE: Wednesday, November 15th by 12:00 p.m.

Through the Main Street program, the City of Hagerstown is accepting grant applications from for-profit businesses* and non-profit organizations in the Main Street District (see attached district map) for the purchase and installation of holiday decorations. The goal of the grant program is the beautification of Downtown Hagerstown, increasing foot traffic in the district, and encouraging economic activity during the winter holiday season.

Please note that this is a reimbursable grant. Grant funds will be disbursed once receipts for approved items have been received.

**Bail bonds businesses, hookah shops, adult bookstores, and other adult businesses are not eligible to participate in this program.*

Timeline

November 15, 2023	Deadline to submit applications (<u>note:</u> <i>this is a first come, first served program; awards will be made on a rolling basis until funds are expended</i>)
December 1, 2023	Deadline by which funded decorations are to be installed
December 15, 2023	Deadline for submitting receipts for reimbursement
January 31, 2024	Deadline to remove holiday decorations

Eligibility

- For profit businesses and non-profit organizations in the Main Street District (see attached map) are eligible to apply for and receive a Holiday Cheer grant
- Only one application and award per business / property owner
- Maximum grant request per business is \$200
- Grant awards are first come, first served. Grant awards are subject to availability. Grants will be awarded up to the total funds available. Submit applications early for best consideration.
- Decorations must be **installed by December 1, 2023.**
- Decorations must be **removed by January 31, 2024.**
- Failure to adhere to the install and remove dates may result in not being eligible to receive grant awards in the future.

Ineligible businesses:

- Bail bonds businesses, hookah shops, adult bookstores, and other adult businesses
- Any business or organization outside of the Main Street District
- Any business or organization not in good standing with the City or State of Maryland

Use of Grant Funds

Grant funds may be used for:

- Decorations such as lights, ornaments, window paint, window clings, garland, trees, tinsel
- Art installations
- All indoor and outdoor decorations must be in compliance with the Code Compliance Terms on page 5
- Businesses must have permission from building owners and be in compliance with lease terms provided by landlord for any proposed decoration.
- Indoor decorations must be seen and/or heard within 4 feet of the storefront window or façade for those walking/driving by.

Grant funds may not be used for:

- Temporary single day services (ex. Carolers, Santa visit)
- Non-holiday decorations, maintenance, equipment
- Decorations in any ineligible business (see above)

Application Process

- Complete the entire application, providing all information requested.
- Return the application, along with **the attached W9, Vendor Form, and Hold Harmless Agreement**, to the Community Engagement Office no later than **November 15, 2023 by 12:00 p.m.**
 - Email to events@hagerstownmd.org
 - OR, mail/deliver to **1 E. Franklin Street, Suite 210A, Hagerstown, MD 21740.**
- If your application is approved, you will receive an award letter by email directing you to purchase the products/services outlined in your application, to retain your receipts, and to submit receipts and itemized form to our office no later than **Friday, December 15, 2023.**
- If your application is approved, install decorations no later than **Friday, December 1, 2023.**
- In order to be reimbursed, receipts and itemized list of purchases must be submitted to the Community Engagement Office no later than December 15, 2023. **Dates on receipts must show that the purchase occurred after application approval date.**
- Remove decorations no later than January 31, 2024.

Questions:

Brittany Arizmendi

Community Engagement Officer

301-739-8577 x. 344

barizmendi@hagerstownmd.org

If approved, decorations must be up by **December 1, 2023** and receipts for approved purchases submitted by **December 15, 2023.**



APPLICATION

Business/Property Name: _____

Contact Name: _____

Title: _____

Address: _____

Phone Number: _____

Email: _____

Amount Requested: _____

(maximum of \$200 for single business)

Is your business located within the Main Street District? **Yes** **No**
(see attached map)

In the space below, describe your intended purchase and how this grant award will benefit your business and community.

In the table, itemize your intended purchases (product, installation, musical service, etc.) and estimated price. If funded, you will update this list with actual amounts spent, and return with receipts for reimbursement.

Item/Product/Service	Estimated Price	Actual Price (to be completed after approval and purchase)

By signing below, I understand and accept the following:

- That my business must be in good standing with the City and State to receive funding.
- That in order to receive grant reimbursement for my purchases I must receive an approval via email and that I must have my receipts turned in by December 15, 2023.
- That if any decorations are stolen, broken, or harmed in any way, the product or purchase price will not be reimbursed by Downtown Hagerstown Main Street.

Print Name

Date

Authorized Signature*

Please send completed application, with attached **W-9***, **Vendor Forms***, and **Hold Harmless Agreement** no later than **November 15, 2023 by 12:00 p.m.** to:

events@hagerstownmd.org (use Subject Line: **Holiday Cheer Grant-Name of Business**) or to **Community Engagement Office, 1 E Franklin Street., Suite 210A, Hagerstown, MD 21740**

**If you have previously received grant funding from the City of Hagerstown in the past year, you do not need to submit a W-9 or Vendor Form unless information has changed.*



Code Compliance Terms

Please follow these code compliance guidelines to ensure fun and festive decorations are installed safely and properly.

Additional questions? Contact barizmendi@hagerstownmd.org or call the City of Hagerstown Fire Marshal (301-790-2476).

Indoor & Outdoor Lighting/Electrical:

- When using extension cords, do not run the cords through doors or windows, ensure that extension cords are not placed under rugs or highly trafficked areas, and make sure you aren't creating a tripping hazard with the extension cords.
- Throw away any frayed or damaged wires, cords, or cables.
- Ensure that you are using the proper use (indoor vs. outdoor) and size of extension cords for temporary use during this time period.
- Outdoor lighting should be plugged into a GFCI protected outlet.
- Follow manufacture's installation instructions for materials being used.
- Ensure that circuits are not overloaded.
- All electrical wiring shall be in compliance with Chapter 11 of NFPA 1 Fire Code – Electrical Fire Safety -Use clips, not nails, to hang lights so cords are not damaged (<https://up.codes/viewer/florida/nfpa-1-2018/chapter/11/building-services#11.1>).

Additional Safety Measures:

- All indoor and outdoor decorations must be permitted and in compliance with lease terms provided by your landlord/building owner along with being in good standing with City Code.
- Decorations cannot obstruct any exit to include the path to and from an exit.
- Exit signs must remain visible and free from coverage by decoration.
- Decorations are not to interfere with pedestrian traffic, or create distraction hazards for drivers (eg, strobing, flashing, or rapidly blinking lights).
- Outdoor decorations cannot block sidewalk access or inhibit the use of the sidewalk.
- Live Christmas trees shall only be used where approved for installation by the Fire Code (NFPA 1) listed on Table 10.13.1.1 and shall be maintained in accordance with NFPA 1, section 10.13.9. (<https://up.codes/viewer/florida/nfpa-1-2018/chapter/10/general-safety-requirements#10.13>)
- Keep lit candles away from decorations and other flammable items.