

Application Access Question:

\*Are you an organization/business currently operating in Charles County OR planning to operate in Charles County in 2025?

If you respond “no,” you are not eligible to apply for a grant. For more information, contact: cburnett@charlesnonprofits.org

# Organization/Business Information

1. Legal Name of Organization/Business
2. Address
3. Contact person
4. Email
5. Phone
6. Website
7. EIN #
8. Year Established
9. Have you received Project Restore Funds in the past?

*What year? How much?*

1. Upload a copy of your business plan (optional)

*Please note: A business plan will be required if you are awarded funding.*

1. Organization/Business Resume *(350 word limit)*

*Describe the products or services offered by your business, employee roles, etc*

1. Number of Full-Time Staﬀ
2. Number of Part-Time Staﬀ
3. Amount of Grant Request (Max. $33,750)
4. Preferred Property Address: (Check boxes)
* 101 Charles St, Ste 302, La Plata
* 406 Charles St, La Plata
* 2 Industrial Park Drive, Waldorf
* 3825 Leonardtown Rd, Waldorf
* 4445-4461 Crain Hwy, White Plains
* Other eligible property: (TEXT BOX)

*You may search for eligible “sustainable communities” properties here: https://portal.dhcd.state.md.us/GIS/revitalize/index.html*

1. Property Intended Use

 *(350 word limit)*

1. Property Zoning Type
2. Property Condition: *(350 word limit)*

*Describe the current condition of the property. Describe any improvements/renovations required to open your business.*

1. Is this a historic property? *(yes/no check box)*
2. Property Square Footage:
3. Monthly rent:
4. Property owner/landlord name and phone number:
5. Timeline *(350 word limit)*

*Provide a timeline of project (space must be open and operational by 12/31/25)*

1. Scalability *(150 word limit)*

*If your request is not fully funded, will your business still be able to complete the project?*

1. Sustainability *(150 word limit)*

*Does your business have a plan to sustain your use of this space after the conclusion of this grant?*

# Financial Information

1. Start Date of Current Fiscal Year
2. Current Fiscal Year Budget (PDF or Excel format)
3. Prior Fiscal Year Operating Budget vs Actuals (PDF or Excel format)
4. Proposed Project Budget Template

*Download the* [*Proposed Program Budget Template by clicking here*](https://www.charlesnonprofits.org/wp-content/uploads/2024/09/Project-Restore_Program-Budget-Template.xlsx)*. Once completed, upload it to the box below.*

1. Sources of other Project Funding *(300 word limit)*

*Are there other sources of funding for this project? List amounts/sources/commitments.*

1. List all architects, contractors, others being used to complete this project *(350 word limit)*
2. Program Budget Narrative *(350 word limit)*
3. Upload most recent Audit, 990, or related federal tax return filing (PDF format)
4. Application Contact
* Email
* Phone
1. Managing Head of Organization/Business
	* Email
	* Phone