



## Pittsburg Main Street & City of Pittsburg

### Retail Rent Subsidy Program

The City of Pittsburg and the Pittsburg Main Street Board values the role that our downtown plays in making Pittsburg a unique place to shop, eat and visit. A strong downtown enhances the quality of life for citizens of Pittsburg and helps to attract visitors.

The Pittsburg Main Street Retail Rent subsidy program is designed to provide assistance for key business activities (retail/dining/arts/entertainment) that choose to locate within the Main Street area. Through this program, the City of Pittsburg will provide rental assistance for up to 12 months for businesses that choose to locate in the Main Street area. Additionally, there is also an opportunity for this program to assist existing businesses to expand their gross rentable space.

In addition to completing this application, interested applicants are required to:

- Utilize the Small Business Development Center to develop a business plan prior to acceptance into the program
- Provide financial information related to the startup and operation of the business
- Attend training/workshop opportunities that deal with a variety of topics including merchandise management, marketing, HR, finance, customer service
- Have established hours and participate in Pittsburg Main Street events

Complete application packages must be submitted to the Main Street Manager by the first day of each calendar month in order to be considered by the Economic Vitality committee and Main Street Board.

**To be considered for this program, the applicant must apply prior to opening or expansion and submit the proposed location along with the lease agreement. Not all applicants will be accepted into the program.**

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The applicant will be required to complete the following prior to the decision to award the grant and the initial disbursement to the Landlord:

- Arrange a meeting with the SBDC
- Arrange a meeting with the Economic Vitality Committee that will involve an application presentation
- Provide a business plan and proposed budget, financials (for presentation only) and marketing plan (including social media marketing strategy)
- Arrange a meeting with Community Development Coordinator in 3 months to review performance and set quarterly goals



**PROGRAM CONDITIONS:**

1. Applicant must work with the Small Business Development Center to develop a business plan.
2. Applicant will be open for business a minimum of 6 days per week and will participate in and be open for designated Pittsburg Main Street events.
3. Applicant will obtain the services of a bookkeeper/CPA acceptable to the Main Street Board.
4. If during the duration of the program the applicant fails to meet program requirements, the rent subsidy will not be applied.
5. Applicant will not be eligible for additional Economic Development Corporation incentives and programs, including Pittsburg Innovative Entrepreneur, during the duration of this program.

**SUBSIDY DETAILS**

Applicants are eligible for a 12-month rental subsidy that is as follows (quarters based on the first month of business operation):

- Quarter 1: 30% subsidy or \$500/month maximum
- Quarter 2: 15% subsidy or \$400/month maximum
- Quarter 3: 10% subsidy or \$300/month maximum
- Quarter 4: 5% subsidy or \$200/month maximum

Priority will be given to:

1. Businesses that will be located on Main Street
2. Retail oriented business that are underrepresented within the current downtown business inventory
3. Businesses that will be located in critical vacancies as determined by the Economic Vitality Committee.



# Pittsburg Main Street & City of Pittsburg Retail Rent Subsidy Application

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

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Business Name: \_\_\_\_\_

Proposed Location: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Estimated Open Date: \_\_\_\_\_ Useable Square Feet: \_\_\_\_\_

Rental Amount: \_\_\_\_\_

Anticipated Hours of Operation:

M: \_\_\_\_\_ Tue: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Approximate Cost to Open Business: \_\_\_\_\_

Personal Investment: \_\_\_\_\_

Bank or other financial commitment: \_\_\_\_\_

Building Rehabilitation Cost: \_\_\_\_\_

Major Capital Expenditure Cost: \_\_\_\_\_

Attached:

\_\_\_ Business Plan

\_\_\_ Letter from SBDC

\_\_\_ Copy of draft lease agreement that includes lease amounts and term of lease



Business Description:

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Please list the names of the persons your business will be working with in the capacities of:

Attorney: \_\_\_\_\_

CPA: \_\_\_\_\_

And/or Bookkeeper: \_\_\_\_\_

Does the owner of officer of the business leasing the space have a business or familiar relationship to the property being leased? \_\_\_ yes \_\_\_ no If yes, please explain: \_\_\_\_\_

**Please initial:**

Applicant acknowledges and agrees that completing an application does not guarantee acceptance into the program and retailer shall not rely on acceptance into the program when making business decisions, including the lease of the rental property, purchase of merchandise, hiring of staff, etc. \_\_\_\_\_

Applicant acknowledges that rental assistance payments will be sent monthly directly to the Landlord and not to the applicant. \_\_\_\_\_

I have read and understand the guidelines for this program. I understand that an application for funding is not a guarantee of funding and disbursement of funds will be made in compliance with the terms of this program. I understand that approval is subject to the discretion of the Board and City Council. Further, I affirm that the information I have provided is true and accurate.

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Signature

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Date

Submit the application and all available supporting documents to:

Niecy Baum  
Community Development Coordinator  
City of Pittsburg  
200 Rusk St.  
Pittsburg TX 75686

[nbaum@pittsburgtx.net](mailto:nbaum@pittsburgtx.net)

