

## TOP TEN TIPS FOR APPLICANTS

- 1) Thoroughly review the program guidelines to make sure that you understand what activities are eligible and ineligible for funding.
- 2) To assist us in conducting a speedy analysis, make sure to fully complete the Eligibility Application and attach all additional documentation before submitting it. Incomplete applications will delay the assessment.
- 3) When writing your narrative, please include any information that you believe would demonstrate that your project is consistent with the FFRI's goals. (The goals are provided in the Program Guidelines.)
- 4) When submitting photographs or layout designs, please show views of the following: the produce area, the exterior of the store/site, the surrounding neighborhood, etc. Photographs and/or layout plan should include shelf space allocation. If applying for a new project, you can also submit interior photos of another food retail store that your business already owns. Please include the date of the photo and description of the view, and if submitted as an electronic attachment, in the image file name (e.g. "32mainstreet producearea 03152011.jpg")
- 5) DO NOT submit the Business Loan Application unless and until: 1) You are notified that you are eligible and 2) HOPE invites you to complete the financing step.
- 6) Incomplete Business Loan Applications will not be processed by HOPE until all required information has been received. You will be assigned a HOPE Loan Officer who will work with you to make sure your Business Loan Application is complete.
- 7) Even if you are approved for financing, DO NOT spend a dime and avoid any "choice-limiting actions" (listed in the Program Guidelines) until the City has completed and notified you of the results of your environmental review.
- 8) Keep copies of all of your submission materials and any written communication concerning your application.
- 9) Apply early! Applications are accepted and reviewed on a rolling basis.
- 10) Please feel free to contact us at ffri@hope-ec.org if you have any questions about the program. Please also contact us in the event that:
  - a. You would like to set up an informational call in order to tell us about your specific project and get some general feedback to guide you in your application.
  - b. You do not receive confirmation that your application and/or any additional documentation has been received.
  - c. You have already submitted your application, but there are changes to your project.



Loan Underwriter, Service and Compliance Partner:



Food Access
Partner:

