

Downtown St. Louis Retail Incentives Program Guidelines: *Pop-Up Retail Program*

Program Description

Greater St. Louis, Inc. (“GSL”), with support from the St. Louis Development Corporation, is accepting submissions for the Pop-Up Retail Program (the “Program”) for 2025. Through the Program, GSL will offer grants for up to \$15,000, covering up to six months of expenses incurred in connection with the short-term, pop-up activation of vacant storefronts in the Downtown and Downtown West neighborhoods of the City of St. Louis.

The program’s goal is to partner with current and prospective tenants to transform vacancy into vibrant activation. By reducing barriers of entry to aspiring business owners, the Program hopes to increase daytime and nighttime street vibrancy, safety, and economic health through active storefronts that enhance the public experience. The Program seeks to create an atmosphere in storefronts that will lead to business development and potential permanent residency in these locations.

Eligible Applicants

The following individuals and businesses are eligible to apply for the Program:

- Prospective tenants in Downtown and Downtown West considering opening a location as a pop-up
- Current tenants in Downtown and Downtown West considering opening a second location as a pop-up

All applicants must have the consent of their current or prospective landlord and/or building owner to perform the work in question. If an applicant does not have a space identified, GSL may help identify a suitable space and willing property owner.

All applicants must be considering a lease of at least three months. Leases may contemplate the possibility of extended or permanent occupancy following the initial expiration. Grant funds would be paid out over the initial 3-6 month period of the lease.

Eligible Uses

Reimbursable expenses directly associated with the project include but are not limited to monthly rent, utilities, labor, and materials for setting up the space, maintenance of the space during occupancy, general liability insurance, public events within the space, and the overall implementation of a pop-up environment.

Successful applicants will propose concepts that appeal broadly to a diverse customer base, complement businesses in the area, and provide memorable experiences for customers and window shoppers. Establishments selling retail merchandise and/or providing an experiential

service that is not currently available in the Downtown area are preferred. Priority types of businesses include apparel, bakery, bookstore, coffee/tea shop, florist, gift store, ice cream shop, jewelry store, office supply store, pharmacy, restaurant, shoe store, and tailor. The Program will be used strategically in key corridors and retail nodes to implement the recommendations of the [Design Downtown STL](#) plan.

Among other things, GSL will utilize the following criteria to evaluate applications:

- Creativity and uniqueness of proposed concept
- Relevant experience to the proposed concept
- Credibility of business plan and budget
- Compatibility and synergy of proposed concept with neighboring businesses
- Experience managing a project of the proposed scale and budget
- Potential for the greatest foot traffic impact
- Current social media following and existing client/audience base
- Activation of the storefront at night

How to Apply and Next Steps

1. Submit the information listed below to DowntownRetail@greaterstinc.com to confirm your eligibility for the program:
 - a. Proposed pop-up concept
 - b. Ideal square footage of the space
 - c. Preferred location for the pop-up (if already known)
2. Upon confirmation of eligibility, fill out and submit the application and requested materials (see application below).
3. If approved for a grant, enter into reimbursement agreement with GSL.
4. Enter into a lease with property owner and receive reimbursement pursuant to agreement with GSL.
5. Celebrate your contribution to the revitalization of our great Downtown!

Contract Notes

- GSL will not provide reimbursement for work completed prior to final approval of an applicant's participation in the Program and a fully executed Contract.
- Applicants will be responsible for documenting all expenses and submitting receipts for reimbursement under the Contract.
- All work must be consistent with the Contract and any changes in work scope or materials must be approved in advance of that work being performed.
- Absent GSL approval, all improvements contemplated by an approved application and reflected in a Contract must be commenced within six months and completed within one year from Contract execution. Approved funds may be cancelled if your project does not meet these deadlines.

- In-kind work performed by the applicant will not be eligible for reimbursement under the Contract.
- Approved applicants will enter into a reimbursement agreement (the “Contract”) with GSL setting out the terms of the grant, which will operate as a reimbursement. The Contract will:
 - Describe the tenant improvements to be performed
 - Set out the items and amounts that GSL will reimburse and the process for receiving reimbursements
 - Include other standard legal terms and conditions

Downtown St. Louis Pop-up Retail Program Application

Date of Application:	
Name of Business:	
Applicant Contact Info:	Name: Phone: Email:
Type of Business:	<input type="checkbox"/> Retail <input type="checkbox"/> Food and Beverage <input type="checkbox"/> Arts & Entertainment <input type="checkbox"/> Service <input type="checkbox"/> Other: _____
Description of Business:	
Business Website:	
Business Social Media Handle: (if applicable)	
Desired Square Footage:	<input type="checkbox"/> Less than 1500 SF <input type="checkbox"/> 1500-3000 SF <input type="checkbox"/> Greater than 3000 SF <input type="checkbox"/> Not Sure
Desired Address: (if known)	
Desired Length of Lease:	
Anticipated Hours of Operation:	

Total Start-Up Cost Budget:	
Total Grant Requested:	
Proposed Use of Grant Funds: (check all that apply)	<input type="checkbox"/> Rent <input type="checkbox"/> Utilities <input type="checkbox"/> Maintenance <input type="checkbox"/> General Liability Insurance <input type="checkbox"/> Furnishings <input type="checkbox"/> Supplies <input type="checkbox"/> Other: _____

Application Attachments:

In addition to this completed and signed application, include the following attachments when you submit your grant request:

- ☐ **Business plan**
- ☐ **Itemized budget of start up costs**
- ☐ **Resume of Business Owner and Team (if applicable) demonstrating relevant experience**
- ☐ **Any other information deemed necessary by GSL to fully understand the project**

LEGAL DISCLOSURE: Disclose in writing whether any applicant, guarantor, or any other person involved with the project is currently engaged in any civil or criminal proceeding or ever filed for bankruptcy.

APPLICANT'S CERIFICATION: This application is made in order to induce the Program to grant financial incentives to the applicant. The applicant hereby represents that all statements contained herein are true and correct. All information materially significant to the Program in its consideration of the application is included. The applicant acknowledges that it has reviewed the descriptions of the Retail Tenant Improvement Grant Program and agrees to comply with those policies. The applicant shall be required to show best faith efforts with regard to the employment of minority and/or women contractors and subcontractors in the project development. The applicant specifically agrees to pay all reasonable costs, fees and expenses incurred by the Program whether or not the incentive is granted or the project completed.

Signature: _____ Date: _____