

ROCKVILLE MOVE & EXPANSION FUND

The MOVE and Business Expansion Fund is an incentive open to new Rockville businesses (MOVE) and businesses expanding their operations within Rockville. Ideal applicants are businesses that strengthen the City's economy by creating jobs in key industries and high-growth industries and investing in the quality of their facility.



LOCATION

Eligible businesses **MUST** be located in or locating into the City of Rockville official boundary limits to qualify for the incentive fund.

[CLICK HERE](#) to look up your property address and check whether it meets the location requirement for the Rockville MOVE and Business Expansion fund.

ELIGIBILITY CRITERIA

To qualify, applicants must meet the following criteria:

- ✓ The applicant must be an existing business within the corporate limits of Rockville and in good standing with the city or must be moving within the City limits as a new business relocating or expanding from a location outside the City or a home-based startup occupying its first commercial space in the City.
- ✓ The applicant can lease or purchase space that must be greater than or equal to 500 square feet for retail use and 1,000 square feet for office, industrial and flex use.
- ✓ The applicant must purchase a property or execute a lease with a landlord for at least three years in a property categorized as Class A or B office, industrial, flex, or retail space in the City.

Additional Requirements

MOVE GRANT:

- ✓ Eligible businesses may receive a grant of up to \$4.00 per square foot up to a max \$40,000, which may be combined with a grant from Montgomery County's MOVE Program for office or flex space at \$8.00 per square foot.
- ✓ Total leased or purchased space must be greater than or equal to 500 square feet for retail use and 1,000 square feet for office, industrial or flex use.
- ✓ Minimum lease length of 3 years.

EXPANSION GRANT:

- ✓ The applicant must be expanding into a minimum of 500 additional square feet retail space and 1,000 additional square feet of office, industrial or flex space.
- ✓ Eligible businesses may receive a grant of up to \$4.00 per square foot, with a maximum of \$40,000.
- ✓ Minimum lease length of 3 years.

Please note that the Incentive Review Committee is not required to grant an award. As a condition of grant receipt, businesses must provide updated information (including # of jobs, average employee salary, space occupied, etc.) when requested to help REDI evaluate the program's impact. We reserve the right to do a site visit prior to paying grant funds to verify the business has built out the space.

APPLICATION SUBMISSION CHECKLIST

Applicants must submit the following information to apply for the Rockville MOVE and Business Expansion Fund:

1. Online application for the fund that best fits the business need:

- ✓ [CLICK HERE TO APPLY FOR THE ROCKVILLE MOVE GRANT](#)
- ✓ [CLICK HERE TO APPLY FOR THE ROCKVILLE BUSINESS EXPANSION FUND](#)

NOTE: There are two application deadlines each year—**September 30 and April 30**. Applications received after each deadline will be considered in the next review cycle by the Incentive Review Committee.

2. Required supporting documentation via the online application or email

- ✓ Copy of the Articles of Incorporation or similar documentation of company structure.
- ✓ Copy of the signed lease or purchase agreement.
- ✓ Evidence of occupancy at the address of the leased or purchased space (e.g., moving or utility bill, occupancy permit, etc.).
 - ✓ For businesses that will take occupancy at a future date, you may submit an application at this time; however, an approval will be based on the condition that this documentation will be provided at a later date. No grant awards will be disbursed until qualifying documentation is received and verification of occupancy is made.
- ✓ Submit application and supporting documentation by REDI's application deadline—September 30 or April 30. Once all documentation is received, REDI will review the application and determine eligibility.
- ✓ Eligible applications will be forwarded to the Incentive Review Committee for funding determination.

Grants are subject to the amount of available funding at the time of application, and awards may be prioritized based on key industries and economic impact.
Key industries for Rockville are:

- Biohealth/Biotech
- Advanced Immunology
- Cyber/Advanced Tech/Quantum Computing
- Creative Industries

