

**GRAND TRAVERSE FOODSHED ALLIANCE (GTFA)**  
**FOOD INNOVATION HUB**  
**TENANT INFORMATION AND APPLICATION**

**What:** The GTFA, a non-profit organization, has leased space to develop a “food innovation hub,” which will include common areas and space subleased to individual new or established food and agricultural businesses, primarily to be used for business operations, processing, and wholesale.

**Why:** The goal of the hub is to encourage more effective aggregation, distribution, and marketing of local food products to local retail, wholesale and institutional markets by: creating a unique space that is well-suited for food and agricultural businesses; more efficiently providing services addressing needs shared by those businesses; and catalyzing connections and idea-sharing between businesses.

**Where:** The building is located at 1610 Barlow Street, in Garfield Township, and owned by an LLC controlled by the owner of Cherry Capital Foods. The GTFA is leasing a portion of the ground floor of the building, and Cherry Capital Foods will have storage and distribution facilities on the ground floor and offices on the second floor. The GTFA and the food innovation hub is distinct from Cherry Capital Foods but Cherry Capital Foods services are available to tenants at the tenants’ option.

**Basic lease terms:** The lease term is 3-5 years with an option for extension, at \$5 per sq ft per year for the first two years subject to increase by a dollar per year for subsequent years. Rent/terms may be negotiable depending upon need. For example, discounted rates may be available for the first six months for start-up businesses. Rent includes phone and internet services, sewer, and gas, but not other utilities or trash. Retail is generally not permitted. Tenants can work together to identify shared needs for services and common space, which GTFA will help facilitate.

**Available Space:** Interested tenants can contact the GTFA to view available space. See attached building plan. The space includes common areas such as a conference room and bathrooms and likely shared exterior access. Tenants will take their leased space “as is” and may make improvements as needed for specific businesses, subject to approval by landlord for significant changes if a load-bearing wall is affected. Construction is ongoing on the building and tenants may be able to hire existing contractors to do work. GTFA is seeking funding to assist tenants in build outs and including certain renovations may be part of lease negotiations.

**Application Process:**

1. **Questions/Property Visit.** If you have questions about the lease or would like to view the property, contact the property managers, at [gtfoodshedalliance@gmail.com](mailto:gtfoodshedalliance@gmail.com) or 231.714.0656
2. **Application.** Submit the attached application to Bill at [gtfoodshedalliance@gmail.com](mailto:gtfoodshedalliance@gmail.com)
3. **GTFA Review.** The GTFA Board will review applications based on the information requested.
4. **Sublease and Space Terms.** If the GTFA Board determines your business would be a good fit, we will contact you to discuss lease terms including space renovation, move in date, and rent. We will do our best to inform applicants of their status within 2 weeks of submission.
5. **Construction and Move In.** Once the sublease is signed, you can begin construction and move-in. The GTFA is hoping to start moving tenants in by mid-May.

**GRAND TRAVERSE FOODSHED ALLIANCE  
FOOD INNOVATION HUB  
TENANT APPLICATION  
GTFOODSHEDALLIANCE.ORG**

**BUSINESS NAME:** \_\_\_\_\_

**Type of Entity (LLC, Cooperative, etc):** \_\_\_\_\_

**CONTACT(S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SPECIFY SPACE IN ORDER OF PREFERENCE (SEE ATTACHED MAP):** \_\_\_\_\_

*Note that map is a draft subject to change.*

**1. DESCRIBE YOUR BUSINESS:**

**2. DESCRIBE ACTIVITIES YOU WOULD LIKE TO CONDUCT IN THE FOOD INNOVATION HUB. PLEASE BE AS DETAILED AS POSSIBLE BECAUSE YOUR SUBLEASE WILL BE BASED ON THE ACTIVITIES YOU DESCRIBE:**

IN YEAR ONE OF TENANCY

IN YEARS TWO-THREE OF TENANCY

**3. PLEASE LIST YOUR EXPECTED HOURS AND DAYS OF OPERATION, AND AT WHAT TIMES YOU WOULD LIKE TO HAVE ACCESS TO (A) YOUR SPACE, (B) STORAGE OR COOLER SPACE, AND (C) THE LOADING AREA. Please note if it will vary by season:**

**4. DO YOU HAVE A BUSINESS PLAN OR EXECUTIVE SUMMARY FOR YOUR BUSINESS? IF YES, PLEASE SUBMIT A COPY.**

**5. PLEASE DESCRIBE AMOUNT AND TYPE OF INSURANCE COVERAGE YOU CURRENTLY CARRY FOR YOUR BUSINESS:**

**6. THE GTFA WILL EVALUATE TENANT APPLICATIONS IN PART BASED ON THE FOLLOWING CRITERIA. PLEASE DESCRIBE IN DETAIL THE EXTENT TO WHICH YOUR BUSINESS PLAN AND USE OF THE FOOD INNOVATION WILL EITHER (A) INVOLVE THE FOLLOWING OR (B) SUPPORT OTHER BUSINESSES INVOLVED IN THE FOLLOWING:**

**A. Purchasing and/or processing food and other agricultural ingredients grown or produced in the 10-County region (lower northwest Michigan):**

**B. Purchasing and/or processing food and other agricultural ingredients grown or produced in Michigan:**

**C. Sale of products to other food and agricultural businesses in lower northwest Michigan and Michigan:**

- D. Building infrastructure or increasing supply or demand for locally-grown and produced food and agricultural products in lower northwest Michigan for (a) retailers, (b) consumers, or (c) institutional buyers:**
  
- E. Reducing barriers to growing, processing, and/or distributing food or agricultural products that are grown, processed, or distributed locally:**
  
- F. Willingness to or interest in partnering with other locally-based food and agricultural businesses, in the region, including those who are located in the Food Innovation Hub:**
  
- G. Use of sustainable, environmentally-friendly, and/or triple bottom line production and business practices. Please describe, including any relevant third-party certifications:**
  
- H. Creating jobs or other economic opportunity in 10-county region (northwest lower Michigan):**
  
- I. Increasing food access to underserved communities or regions in the 10-county region:**

**7. WHY WOULD YOUR BUSINESS BENEFIT FROM BEING LOCATED IN THE FOOD INNOVATION HUB?**

**8. WHAT OPPORTUNITIES DO YOU SEE FOR COLLABORATION WITH OTHER FOOD INNOVATION HUB BUSINESSES? WITH WHAT TYPES OF BUSINESSES WOULD YOU BENEFIT MOST FROM COLLABORATING?**

**9. PLEASE SPECIFY PROJECTED REQUIREMENTS FOR YOUR BUSINESS FOR THE FOLLOWING (BEST GUESS)  
Please note if it will vary by season:**

	<b>Size/Volume (if applicable)</b>	<b>Likely to increase after Year 1?</b>	<b>NOTES</b>
Cooler space (specify temp/humidity)			
Freezer space (specify temp/humidity)			
Other pallet-sized storage space outside of unit			
Ceiling height/surface requirements			
Wall/floor surface (i.e., epoxy)			
Doorway width/height			
Electrical requirements			
Gas requirements			
Steam requirements			
Water requirements (pressure/volume/temp)			
Sewer requirements			
Garbage storage and disposal			
Cleaning/sanitizing			
Lighting			
Ventilation			
Other			

**Further notes:**

**10. DESCRIBE ANY FOOD OR AGRICULTURAL REGULATIONS, INSPECTIONS, OTHER SAFETY REQUIREMENTS, OR OTHER COMPONENTS NOTED BELOW THAT APPLY TO YOUR BUSINESS OR THAT YOUR BUSINESS ACTIVITIES IN THE FOOD INNOVATION HUB WILL GENERATE OR INVOLVE. (Please note that it is important to answer in detail because it will be the tenant’s duty to notify GTFA of potential restrictions and if you have not notified GTFA prior to signing a sublease you may not be able to conduct the activity):**

	YES/NO		YES/NO
Fruit/vegetable inspection		Toxic materials	
Meat inspection (specify type of meat and production – game, exotic, poultry, fish, beef, shellfish, other; processing, butchering, etc)		Additive (specify if approved or unapproved)	
Organic		Noise	
Meat handling or processing		Smoke	
Distilling		Odors/Smells	
Food regulated as potentially hazardous <sup>1</sup>		Lights	
Cross-contamination (please specify)		Major food allergen (please specify) <sup>2</sup>	
Raw or frozen ready to eat food (specify)		Brewery	
Other			

**PLEASE DESCRIBE FURTHER IF YOU CHECKED ANY OF THE ABOVE BOXES:**

**11. PLEASE SPECIFY ANY LICENSES OR CERTIFICATIONS YOU HAVE OR WILL BE REQUIRED TO HAVE TO OPERATE YOUR BUSINESS:**

**12. ARE THERE OTHER TYPES OF BUSINESSES THAT ARE INCOMPATIBLE WITH YOUR BUSINESS (WITH WHICH YOUR BUSINESS CANNOT BE LOCATED IN THE SAME BUILDING OR OTHERWISE SHARE SPACE)?**

<sup>1</sup> For example, under the food code this includes but is not limited to: “An animal FOOD that is raw or heat-treated; a plant FOOD that is heat- treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.”

<sup>2</sup> For example, under the food code, this includes: milk, egg, fish, tree nuts, peanuts, wheat, soybeans.

**13. WHAT ELSE DO YOU NEED FROM GTFA TO LEASE SPACE IN THE FOOD INNOVATION HUB?**

**14. WHAT ELSE WOULD YOU LIKE TO SEE OR HAVE AVAILABLE IF YOU LEASE SPACE IN THE FOOD INNOVATION HUB?**