



# Development Authority Main Street Facade Improvement Program Grant Application

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Updated **NOV 2024**

## NOTICE TO APPLICANT

Applications will be accepted and reviewed on a rolling basis. The application submittal period may be closed at any time at the discretion of the Authority.

Each document required as part of this application needs to be labeled as such. The detailed project narratives must be submitted addressing all of the information on pages 2-3 of this application; any and all supporting documentation related to the narrative is welcome. Additional documentation may be requested during the application review process as determined necessary by the Directors.

## Application Checklist

A complete application shall consist of the following documents:

- Completed Grant Application
- At least 5 photographs of the current property conditions (must be related to proposed improvements)
- Matching funds certification, including source(s) of match and proof of funding availability
- Copy of affidavit certifying non-receipt of national-brand funding for improvements, as applicable
- Copy of the applicant's W-9
- Proof applicant is up-to-date on all City taxes, fees, and licenses
- Copy of the deed for the property demonstrating current ownership
- Copy of any lease agreement authorizing the tenant to make exterior improvements or a letter from the property owner authorizing improvements to be made
- Detailed business plan or proposal for the re-use of the property (vacant structures or future businesses), as applicable
- Detailed Project Narrative, including:
  - Any plans, drawings, concepts, sketches, or other visual renderings
  - A proposed timeline of improvements
  - Any cost estimates for the proposed improvements, including quotes, scope of work, contractor, etc.
  - A detailed description of the impact to Main Street and the relation to the City's Main Street Master Plan
  - Copies of any City approvals or permits for the proposed improvements

## Contact Information

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Business Name

Location

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Contact Name

Contact Email

Contact Phone

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Contact Mailing Address

## Applicant Eligibility Information

Applicant Type:  Property Owner  Tenant

Structure Type:  Single-Tenant Structure  Multi-Tenant Structure  Vacant Lot

Business:  Commercial Services  Retail Services  Professional Services  Residential  Mixed Use  Vacant

Franchise Type:  Local Chain  Regional Chain  National Chain  N/A

Number of Tenants or Suites Located in Structure: \_\_\_\_\_

## Project Information

**Proposed Improvements** (check all that apply)

New Signage  Signage Repair  Signage Replacement  Façade Modification  Façade Repair

Façade Replacement  Façade Upgrade  Landscaping/Plantings  Outdoor Lighting

Other Activity: \_\_\_\_\_

Include a detailed description of the proposed improvements, including scope of work, materials, contractors, and any other relevant information. Any approvals or permits from the City should be included, as available, for the proposed work, including compliance with the Main Street Overlay District.

### Projected Timeline for Proposed Improvements

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Total Days	Start Date	End Date
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Include a detailed timeline of the different phases, steps, actions, and benchmarks of the projected timeline for completing the proposed improvements.

## Funding Information

**Proposed Improvements** (check all that apply)

New Signage  Signage Repair  Signage Replacement  Façade Modification  Façade Repair

Façade Replacement  Façade Upgrade  Landscaping/Plantings  Outdoor Lighting

Other Activity: \_\_\_\_\_

Include a detailed description of the proposed improvements, including scope of work, materials, contractors, and any



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other relevant information. Any approvals or permits from the City should be included, as available, for the proposed work, including compliance with the Main Street Overlay District.

## Projected Timeline for Proposed Improvements

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Total Requested Funding Amount	Total Match Amount	Total Projected Cost
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Percent of Anticipated Match	Source of Matching Funds
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Include all supporting documentation related to the match amount and proposed costs, including quotes, letters, documents, approvals, etc., providing source of funds and proof of fund availability.

## Affidavit

By signing below, I certify that all information provided is accurate and true to the best of my knowledge and agree that I have read and understand the Main Street Façade Improvement Program Grant Application guidelines and understand that any non-compliance with the award agreement may require repayment of any issued funds:

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Applicant Name	Applicant Signature	Date
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