



## DOWNTOWN EXTERIOR IMPROVEMENT GRANT APPLICATION

Date of Application \_\_\_\_\_

### **Applicant Information:**

Applicant's name \_\_\_\_\_ Business name \_\_\_\_\_

Street address \_\_\_\_\_ Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

### **Building Information:**

Address of building (where work is to be done) \_\_\_\_\_

Name of owner (if different from above) \_\_\_\_\_

Building renter(s) / occupants \_\_\_\_\_

### **Financial Information:**

Total amount of project \_\_\_\_\_ Total grant amount applied for \_\_\_\_\_

### **Guidelines:**

- Match must be at least 50/50 with the Town's funds
- Maximum grant amount per property is \$1000.00 (unless otherwise approved by the board of Trustees)
- Grant must only be used to enhance the exterior appearance of the property (i.e. paint, landscaping, siding, sidewalk, façade, etc.)
- All Town codes must be followed, including Community Development Department review, if appropriate
- Reimbursement will not be authorized without prior approval of the Town Administrator
- Advance payments for work will not be allowed
- Work must be completed within twelve (12) months (unless otherwise approved by the Board of Trustees)
- Receipts must be submitted for reimbursement

### **Description of Improvements:**

Describe the exterior improvements \_\_\_\_\_

\_\_\_\_\_

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Please attach the following:

- Drawings that show the work to be done
- Pictures of the building in its present condition
- Copies of any written estimates for the building improvements

Is a building permit required for the project? Yes \_\_\_\_\_ No \_\_\_\_\_

**Project Timetable:**

Date work is to start \_\_\_\_\_

Date work is to be completed \_\_\_\_\_

**Declarations:**

I / we HEREBY APPLY for a grant under this program.

I / we HEREBY AGREE to abide by the terms and conditions of the grant program.

I / we HEREBY CERTIFY that the information contained in this application is true, correct and complete in every aspect and may be verified by the Town by such inquiries as it deems appropriate, including inspection of the property for which this application is being made.

I / we HEREBY GRANT permission to the Town, or its agents, to inspect my/our property that is subject of this application.

I / we HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the Town. The Town is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of the grant.

I / we HEREBY UNDERSTAND that the Town in its sole discretion may choose to end the program at any time.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator's Signature

\_\_\_\_\_  
Date