



Commercial Property Improvement Grant
Application Form

Project Info

Project Name: _____ Amount: \$ _____

Project Address: _____

Applicant Information (Primary Contact)

Full name: _____ Company: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

City State Zip Code
Email: _____

Architect/Designer Information

Full name: _____ Company: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt/Unit #

City State Zip Code
Email: _____

Have any of the proposed improvements
started or been completed? Yes [] No []

Is the property currently occupied by a
business(es)? Yes [] No [] If yes, please
provide name(s): _____

Please describe the eligible
improvement type: _____

Narrative: Describe Business, Property, and Proposed Project

Please provide a separate narrative describing the request and project in detail. Please address how it complies with the various Grant Program goals and considerations, as well as details about the business and property ownership. Please address the need for the grant and how it will support the overall project.

Required Submittals

- Grant Application
- Grant and Project Detailed Narrative
- Project Budget and Detailed Scope of Work
- Three Competitive Bids by Licensed/Professional Contractors (except Signs)
- Elevations and/or Plans
- Samples of Proposed Materials
- Written Consent from the Property Owner (or Designated Legal Representative)
- Verification of Good Financial Standing with the City, State, and other Governments, including the Most Recent Property Tax Bill

Acknowledgement and Signature

Execution of this application constitutes a grant agreement and creates specific obligations on the part of the applicant(s) and property owner(s), and I hereby affirm that I have reviewed and understand the Administrative Rules governing the grant program and have reviewed all related documents outlining the program's expectations, requirements, and processes. I hereby affirm that I have the legal capacity to authorize the filing of this application and that, to the best of my knowledge and belief, the information stated in this application and in all supporting documentation is true and accurate. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I hereby agree that I personally guarantee any refund required pursuant to failure to strictly adhere to the Administrative Rules and the Grant Program parameters. I permit City Representatives to make all reasonable inspections and investigations of the property during the process period of the application. As the business and/or property owner, I hereby certify that this application and the use of any provided Grant proceeds shall be in accordance with all applicable ordinances, codes, and the Grant Program's Administrative Rules. I understand an application for a grant does not constitute any rights to a Grant or specific timing, and that the City Council maintains full discretion to approve, deny, amend, or defer specific Grant requests.

Applicant Signature: _____	Date: _____
Prop, Owner Signature: _____	Date: _____