

**Planning & Economic
Development**

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Downtown Façade Grant Program Application

Instructions

Applications deadline: **Rolling deadline until March 31st, 2021**

Submit complete application via email to Jessa Berna, Economic Development Specialist at jberna@sacomaine.org

General Information

Name of Applicant: _____

Name of Business: _____

Type of Business: _____

Project/Business Address: _____

Phone Number: _____

Email address: _____

Applicant is: Property Owner Business Owner Other: _____

How long has the business been at the current location? _____

If applicable, when does your current lease expire? _____

Do you have the option to renew your lease and do you intend to do so? What are the terms? _____

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number/email: _____

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project budget

Expected TOTAL project budget: \$ _____

Grant request amount: \$ _____

Note: The grant request amount cannot exceed \$15,000 or 50% of the total project budget.

Estimated start date: _____

Estimated completion date: _____

Note: Any project submitted for funding should be completed within twelve (12) months of the grant award.

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)? No Yes

If yes, describe the additional work, including a cost estimate: _____

Project Details

Submit the following information/responses as a PDF attachment:

- At least two (2) color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):
- Describe how this project will enhance the downtown, including how it will:
 - Improve your business or increase your chances for success
 - Facilitate the retention or expansion of an existing business downtown
 - Facilitate the establishment of a new business to downtown
 - Improve public safety or access
 - Enhance downtown Saco (beautification, foot traffic, etc.)

Signature of Applicant: _____

Date: _____

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold The City of Saco and/or its agents, employees, commission members liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade Grant Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Downtown Façade Grant Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- Applicants awarded grants must consent to the publication, use and re-use of their image in any and all forums and media
- The applicant has read and understands the “Downtown Façade Grant Program Overview” document outlining program guidelines and procedures.
- The applicant understands that the City of Saco reserves the right to make changes in conditions of the Downtown Façade Grant Program as warranted.

Signature of Applicant: _____

Date: _____

Owner Authorization

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

As owner of the property (insert address): _____ I have reviewed the above application and authorize operator of _____ at said address to perform the improvements described above as part of the City of Saco Downtown Façade Grant Program.

Signature of property owner or authorized representative: _____

Date: _____