



Uptown • Midtown • DOWNTOWN

Business Improvement Grant Program Application and Agreement

I. Applicant Information

Date: _____

Applicant Name: _____

Business Name: _____

Business Address: _____

(Business Address shall be the location for proposed improvements)

Mailing Address: _____

Telephone: _____

Email: _____

Is the applicant also the property owner?

Yes No (If no, owner must sign under "Owner Acknowledgment on page 7)

Are there any pending code enforcement or nuisance issues on the property?

Yes No Building Size (square ft): _____

Is the property currently for sale?

Yes No Number of tenants: _____

II. Project Descriptions

Please provide a description of the proposed projects (attach additional sheets if needed):

Please attach color photos of the existing building conditions and photos/sketches/plans for the proposed improvements. Plans for the proposed improvements do not need to be professionally engineered; however, they should be clear and to scale allowing staff to fully evaluate the request.



Uptown • Midtown • Downtown

III. Project Budget

Please provide estimated costs for the applicable project items below (*attach additional sheets with the required information if needed*) In-kind contribution wages should be documented as **\$27.20** per volunteer hour as established by the National Independent Sector as of July 2021. Professional design services are eligible expenses.

1. PROJECT NAME (include brief explanation) <i>Example: Paint front of building</i>					
ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A—C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTALS – sum of columns		\$	\$	\$	\$

Contractor estimates must be provided with the application. Award funding reimbursement will not increase if final costs exceed initial estimates.



Uptown • Midtown • Downtown

Additional projects. Include totals on page 4, under “Total Funding for All Projects.”

2. PROJECT NAME (include brief explanation)					
ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A–C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTALS – sum of columns		\$	\$	\$	\$



Uptown • Midtown • Downtown

Additional projects. Include totals on page 2 & 3, "Total Funding for All Projects."

3. PROJECT NAME (include brief explanation)					
ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A—C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
TOTALS – sum of columns		\$	\$	\$	\$

TOTAL FUNDING FOR ALL PROJECTS - Include totals from additional projects, if any.	A. In-Kind	B. Out-of-pocket	C. Grant	D. Total
	\$	\$	\$	\$

Please attach descriptions for additional projects, if needed.



Uptown • Midtown • Downtown

IV. Checklist and Certification

Please confirm that you have provided the following items by placing a check next to the item on the list. Incomplete applications cannot be accepted and will be returned to the applicant:

- _____ Completed application form
- _____ Color photographs of the existing building façade, showing all visible sides of the building from the highway
- _____ Photos, sketches, plans or other drawings showing the proposed improvements
- _____ Proof of property ownership or property owner notarized authorization (*only if applicant is not same as property owner*)
- _____ Proof of liability insurance on the property
- _____ Formal quotes/estimates for project costs from contractors/retailers.



Uptown • Midtown • Downtown

Applicant’s Certification:

I have read and understand this application and I hereby submit the application together with attached photos, plans and additional supporting documentation for the proposed project and understand that the RMSP must approve the application. All my property taxes, loans, liens and mortgage on the property are current and in good standing. I further understand that if I accept the award I will enter into an agreement with the RMSP and will comply with all of the requirements contained therein. No funding is guaranteed until a completed application is approved by the RMSP. At the discretion of the RMSP, I agree to allow the placement of a Program sign on my property for the duration of the project.

I agree to hold RMSP and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against RMSP, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the grant.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge.

I understand that Program monies will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided and accepted. The project must be completed within three months of grant approval or the approval funding shall expire.

Print Name

Signature of Applicant

Date

Mail completed applications to:
Reedsport Main Street Program
Business Improvement Grant
451 Winchester Ave.
Reedsport, OR 97467

Or email copy to: mainstreet@cityofreedsport.org



Uptown • Midtown • Downtown

Owner Acknowledgement: (only if applicant is not property owner) (must be notarized)

I, _____, am the registered owner of the property located at _____. I understand that my tenant is considering improvements under the City of Reedsport Main Street Façade Improvement Program, hereinafter referred to as "RMSP" and the City of Reedsport as "City".

I have received and reviewed the RMSP guidelines and application process. I agree to complete the proposed improvements to the building and property as submitted. I understand that I am financially responsible to complete these improvements as provided in the guidelines. I also understand that incomplete work or work that does not meet the grant criteria will not be reimbursed by this grant.

I agree to hold RMSP and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against RMSP, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the grant.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge.

Print Name

Signature of Owner

Date

STATE OF OREGON

COUNTY OF DOUGLAS

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THE _____ DAY OF _____, 2021 BY _____.

NOTARY PUBLIC, STATE OF OREGON