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Façade Improvement Grant Program Application and Agreement

**I. Applicant Information**

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

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: \_\_\_\_\_

Would you like to request progress payments? (See Program information for terms)

Yes No

**II. Project Description**

Please provide a description of the proposed improvements (attach additional sheets if needed): \_\_\_\_\_

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*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.*



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### 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 **\$21.35** per volunteer hour.

<b>Proposed Budget</b>	
<b>Project Item</b>	<b>Cost (\$)</b>
<i>Professional Design Services (eligible for Program Funding)</i>	
Repairs and improvements (please identify below)	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<i>In-Kind Contribution (form of donation, labor, discount, etc)</i>	
1.	
2.	
3.	
4.	
<b>Total Expenses</b>	
<b>Total Eligible Expenses</b>	
<b>Program Grant Request (up to 50%, \$2,500 maximum)</b>	

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



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I, \_\_\_\_\_, understand that \_\_\_\_\_, a leaseholder of my property located at \_\_\_\_\_ is considering improvements under the City of Reedsport Main Street Program Façade Improvement Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the Reedsport Main Street Program shall be referred to as "RMSP" and the City of Reedsport as "City".

I have received and reviewed the Program guidelines and application process and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building and property. I understand that I or my tenant is financially responsible to complete these improvements as provided in the guidelines.

I understand and agree that neither the RMSP nor the City assume responsibility or liability to me or any other party for any action or failure of any contractor or other third party.

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

I assure the RMSP and the City that the tenant holds a valid lease with no expiration pending within the next twelve months following the date of the application for the Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

STATE OF OREGON  
Douglas County

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public



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#### 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, if a tenant, copy of the lease
- \_\_\_\_\_ Property owner notarized authorization (*only if applicant is not same as property owner*)
- \_\_\_\_\_ Proof of liability insurance on the property

#### 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 Reedsport Main Street Program, hereinafter referred to as "Agency," must approve the application. All my property taxes, loans, 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 Agency and will comply with all of the requirements contained therein. No funding is guaranteed until a completed application is approved by the Agency and a subsequent agreement executed by both parties. At the discretion of the Agency, I agree to allow the placement of a Program sign on my property for the duration of the project. 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. The project must be completed within six months of grant approval, or the approval funding shall expire.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date