



Brunswick Main Street Facade and Interior Improvement Grant Program Application

Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- Non-refundable \$35 application fee attached payable to Brunswick Main Street, Inc.
- Completed Application
- A minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- A minimum of two bids on contractor letterhead detailing the proposed work
- Additional information (optional)

Prior to submitting an application, applicants can meet with the Main Street Manager, Main Street CLG Administrator, Design Chair or Design Committee in regards to the project. This is voluntary.

I have:

- Met and discussed my proposed project with:
 - Main Street Manager or Main Street Chairman of the Board (Julie Martorana Brunswickms@gmail.com)
 - Main Street Grant Administrator (Dr. Wayne Allgaier design@brunswickmainstreet.org)
 - Design Committee Member:
Date of Meeting: _____ Committee Member: _____
- Not met with any Brunswick Main Street members in regards to my project

General Information

Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Type of Business: _____

Applicant is the:

- Property Owner
- Business Owner
- Other: _____

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

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 Details

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following ***required information*** must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work

Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):

Proposed Project Budget: _____

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 Brunswick (beautification, foot traffic, etc.)
- Allow Main Street and the City of Brunswick to meet their goals of revitalizing downtown

How much funding assistance are you requesting? _____

Proposed start date: _____

Estimated completion date: _____

(Note: Any project submitted for funding should commence within three (3) months of the award and be completed within twelve (12) months of commencement.)

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

- No
- Yes

If answer is "yes" to above question, describe additional work:

Estimated cost of additional work to the property: _____

Would you like Design Assistance (no cost to business or property owner)?

- Yes
- No

Signature of Applicant: _____

Date: _____

Brunswick Main Street use only:

Brunswick Main Street Approval: _____ Date: _____

Brunswick Main Street, Inc.

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 Brunswick Main Street, Inc., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Community Legacy Grant Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Community Legacy 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.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvements are removed within five(5) years of completion of the improvement.
- The applicant authorizes Brunswick Main Street, Inc. to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials and press releases.
- The applicant has read and understands the "Brunswick Main Street Facade and Interior Improvement Grant Program Overview" document outlining program guidelines and procedures.
- The applicant understands that Brunswick Main Street, Inc. reserves the right to make changes in conditions of the Facade and Interior Improvement Grant Program as warranted.

Signature of applicant: _____

Date: _____

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

Owner Authorization

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 Brunswick Main Street, Inc., Facade and Interior Improvement Grant Program.

Signature of property owner or authorized representative:

Date: _____

If applicable: I, as a Member of Brunswick Main Street, Inc. recuse myself from voting on this application.

Signature of Brunswick Main Street member: _____

Date: _____