



## Façade and Interior Improvement Grant 2021 COMMERCIAL APPLICATION

### General Information

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business or Project Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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? \_\_\_\_\_

If less than 2 years, will you renew your lease? \_\_\_\_\_

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 the application on page 3.*

### Project Details

The following **required information** must accompany this application:

- Minimum of two photographs (in color) that show existing building conditions.
- Detailed drawings of the proposed improvements (placement, color, dimensions and materials).
- Minimum of two bids from Maryland licensed contractors on contractor letterhead detailing the proposed work and costs.

Describe the proposed improvements to the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount you are requesting: \$ \_\_\_\_\_

Amount you are contributing: \$ \_\_\_\_\_

TOTAL COST OF PROJECT: \$ \_\_\_\_\_

If you are not awarded this grant, do you have another plan for completing your project?

\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

*Note: Any project submitted for funding should begin within 3 months of the award and be completed within 12 months after it starts.)*

Is completion of this project necessary to obtaining an Occupancy Permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe how this project will help downtown in these ways:

- Improve the success of a business or help establish a new business downtown.
- Restore historical/architectural significance of the property.
- Improve the building's basic functions, safety and accessibility.
- Attract more people to our downtown.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Along with this project, are you doing any other renovation or rehabilitation work to this property (either interior or exterior)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please describe this additional work and the estimated cost: \_\_\_\_\_

\_\_\_\_\_

Would you like Design Assistance (no cost to business or property owner)? Yes \_\_\_\_\_ No \_\_\_\_\_

## 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 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 regular sweeping and snow 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: \_\_\_\_\_

Printed Name: \_\_\_\_\_ 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:

\_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Checklist before sending in your application:**

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

- Non-refundable \$35 application fee, payable to Brunswick Main Street, Inc.
- Completed application.
- Minimum of two photographs (in color) that show existing building conditions.
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials).
- Minimum of two bids from Maryland licensed contractors on contractor letterhead detailing proposed work and costs.
- Any additional information (optional).

**Thank you for completing this application. Please place all your materials in an envelope addressed to Brunswick Main Street. You may place it in the drop box at City Hall (corner of Potomac & Maple) or mail it to Brunswick Main Street, P.O. Box 72, Brunswick, MD 21716.**

**DEADLINE FOR APPLICATIONS: AUGUST 20, 2021**

Applications will not be accepted after the deadline. If you have any questions or wish to have your application reviewed for completeness before the deadline, please contact the Main Street Manager.