

Application

City of Portland Façade Improvement Grant/Match Program

Date: _____

1. APPLICANT INFORMATION

Applicant Name: _____

Business owner _____ Building owner _____

Business Name: _____

Business Address: _____

Mailing Address (if different from above) _____

Daytime Phone Number _____ Email address _____

2. PROJECT INFORMATION

Proposed Project: Storefront Improvement _____ New Sign _____ New Awning _____

Project Address: _____

Brief Project Description: _____

Grant Amount Requested _____

Applicant Match (amount you are willing to invest in the project) _____

Total Estimated Cost of Project (equal to grant request + applicant match) _____

Leased Property: If applicant leases property, how much time remains in lease? _____

Is there an option to renew? No ___ Yes ___ > Length of option _____

Submit the following information with this application:

- 1) Description of proposed improvement project (for example, storefront elements you wish to restore or renovate such as siding material or the configuration of shop windows, or a new sign or awning);*
- 2) Simple sketch of project, if possible, but this item is not required. If a sketch is provided, please indicate relationship to abutting buildings;*
- 3) List of proposed materials, if known;*
- 4) Photographs of existing conditions of project, including abutting building(s);*
- 5) Description of source of private funding match. If source is other than applicant's readily available funds, then please provide a letter of commitment or other documentation indicating availability and commitment of funds.*

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3. LANDLORD INFORMATION (if Applicant is a tenant)

Landlord's Full Name: _____

Landlord's Mailing Address: _____

Landlord's Phone Number: _____ Email Address: _____

4. LANDLORD ACKNOWLEDGEMENT (if Applicant is a tenant)

I am the landlord of the building address noted in this project application and my address and phone number is noted correctly in this document. I have been informed of the Applicant's intention to perform the improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements.

Landlord's Signature

Date

Provide completed application with attachments by 4:30 PM on Friday, November 7th to: Nelle Hanig, Economic Development Division, City Hall, 389 Congress Street, Room 308, Portland, ME 04101. Contact Nelle at 756-8019 or nrh@portlandmaine.gov with any questions. Thank you for submitting an application for Portland's Façade Improvement Grant/Match Program.