

Application and Attachment Checklist

Richmond Downtown & Village District TIF Façade Program 2020-2021

- Complete Application Form

- Sketches or photographs to show where proposed activities will take place, and proposed design features

- Photographs of existing conditions of project, including abutting buildings

- Written professional quotes for proposed project (minimum of 2). *Identify preferred contractor.*

- Documentation of source of private funding match. If source is other than applicant's ready available funds, please provide a letter of commitment or similar documentation indicating availability of funds.

Richmond Downtown & Village District TIF Façade Grant Application 2020-2021

PLEASE PRINT

Applicant Information (Property Owner):

Name of Applicant: _____

Address of Property to be Improved: _____

Mailing Address (if different from above): _____

Business Name(s) (if applicable): _____

Phone: _____ Email: _____

Project Information:

Proposed Project (Select One):

_____ Storefront Improvement

_____ Signage

_____ Awning

_____ Other (explain): _____

Detailed description of project for each proposed activity (Please attach separate page if necessary).

For example: (1) Painting – Paint entire street façade with three colors; a base wall color, a trim color, and an accent color. (2) Install a new awning at main entry.

Describe the long-term maintenance plan that will be in place to protect the façade improvements.

Estimated Cost of Project: _____

Cost Category <i>(Fields should align with written quote from your preferred contractor.)</i>	Façade Grant	Applicant Match	Cost Category Total
Demolition/Removal			
Architectural			
Engineering			
Planning			
Construction			
Materials			
Equipment			
Inspection			
Other (List)			
1.			
2.			
3.			
TOTAL COSTS			

Total Applicant Match: _____

Total Grant Amount Requested: _____

Preferred Contractor Information:

Full Name/Business name: _____

Mailing Address: _____

Phone: _____

Applicant's Signature:

I have read and understand the Richmond Downtown and Village District TIF Façade Grant guidelines and agree to meet these guidelines. I understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work and payment of the cash match.

Signature of Applicant: _____ Date: _____

Please return this application with all documentation to the Town Office or mail to: Town of Richmond, Community, Business & Economic Development Office, 26 Gardiner Street, Richmond, Maine 04357. Questions? Call Development Director at 207-737-4305 x 331.

Note: Applications can be mailed, dropped off at Town Office payment box, emailed, or faxed.