

BUILDING IMPROVEMENT GRANT PROGRAM

Presented by:

The Princeton Chamber Ambassador Club



PROGRAM GOALS

The goals of the program include offering an attractive environment for visitors to Princeton, improving the business economy, adding to the pride of ownership of buildings, and generally improving the quality of life for the residents of Princeton.

GRANTS OFFERED

The Princeton Chamber of Commerce Ambassador Club is offering up to \$500.00 in grant funds to any Princeton Chamber of Commerce member for the purpose of repairing and improving the character of buildings. Grants are offered as one-to-one matching funds for the actual costs of qualifying projects. Funds will be offered on a first-come basis until all existing grant money is allocated. Although more than one project may be funded on a single property, the total of grant funds that may be obtained for a single property is limited to \$500.00 in any one-year period.

QUALIFYING PROJECTS (NOT LIMITED TO)

- Removal of elements, which cover architectural details
- Replacement of original architectural details
- New storefront construction within existing buildings
- Window replacement and window framing
- Removal of handicapped barriers (steps)
- New signs, banners and/or awnings that comply with municipal sign ordinances
- Cleaning, repainting or residing of buildings
- Interior and exterior lighting
- Correction of code violations
- Interior and exterior electrical work
- Interior improvements that are permanent to the building
- Plumbing
- Engineering and architectural services
- Sidewalk repair

INELIGIBLE PROJECTS

- Projects which were completed prior to application to the program
- Removal of architecturally important features
- Plantings or landscaping
- Signage that violates municipal sign ordinances
- Paint applied to previously unpainted brick surfaces

- Equipment, furniture and decorations
- Parking lot, driveway installation or repair

WHO MAY APPLY

Grants are available to all owners of buildings and/or owners of businesses in buildings who are members of the Princeton Chamber of Commerce. Business owners applying for a grant for leased properties must obtain written approval of the building owner for any proposed projects.

APPLICATION PROCESS

Applications are available at the Princeton Chamber of Commerce office in the Prouty-Zearing Building located at 435 S. Main St., Princeton.

The completed application must be submitted to the Chamber office. Applications will be considered on a first-come basis, in the order they are accepted at the office.

The application must be accompanied by a bid from the contractor who would be hired to do the job. Grant recipients are strongly encouraged to use local contractors. Projects may be completed by the applicant/owner; however, grant funds awarded will be based on actual expenses. An owner's labor cannot be counted in the cost of the project. The application must include a full description of the project, including details such as paint colors, exterior materials to be used, signage design, and/or awning style. Sketches, photos, building plans or other supporting documents may be submitted if they help explain the proposed project, but are not required.

The Ambassador Grant Committee will meet as soon as possible to consider any project. Upon review of an application the Committee will make a decision either to accept or reject a project. That recommendation will be based on grant guidelines. The applicant will be notified, in writing, of the Grant Committee's decision. Written explanation will be offered to the applicant for any rejected project. *The project must be completed within 9 months of the grant approval.*

Upon completion of the project, the applicant will need to submit paid bills proving his/her actual expenditure. A check will be issued to the applicant for one half of the project cost, up to \$500.00 or the amount applied for, whichever is less.

BUILDING IMPROVEMENT GRANT APPLICATION

Date: _____

Applicant's Name: _____

Property Address: _____

Who owns the building? _____

Mailing Address: _____

What type of business, if any, is currently located in the building? _____

Are you the business owner? _____ **Email address:** _____

Phone number: _____ **Cell phone:** _____

Estimated cost of project? _____

Name of Contractor? _____

Project Summary: Describe the proposed improvement project for your building (use back of form if additional space is needed:

Please submit the following information:

- 1. A copy of contractor/painter/workman's bid/cost estimates of proposed work.
- 2. Information on the paint colors, materials, signage, awnings, etc. to be used.
- 3. Building owner's written permission to conduct the project if the property is leased.

I understand that grants will be administered on a first-come basis until funds are depleted. Funds allocated to accepted projects will be held and distributed when the project is completed and copies of paid bills are submitted. The final amount allocated to the project will be one-half of actual costs or \$500.00, whichever is less. All decisions of the Grant Committee are final.

Signature of Applicant

Date