



## Downtown Sign & Awning Grant Application

Type of Applicant:  Building Owner  Tenant

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Applicant email: \_\_\_\_\_

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

Address where work will be performed: \_\_\_\_\_

Age of building where work will be performed: \_\_\_\_\_

Building owner's name: \_\_\_\_\_

Building owner's phone #: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Type of Work Proposed: *please check all that apply*

Signage

Awning Fabric Replacement

Awning Framing Replacement/Installment

### PROJECT DESCRIPTION

Write a description of the work to be completed including location on the building, type of work, materials, colors, size of sign, style of awning, method of repair, etc. Please include enough information for the grant committee to understand the full scope of the project.

## BUDGET

Complete and submit the attached budget worksheet with the grant application. Attach any bids or estimates received by the contractor.

Total cost of proposed grant project: \$ \_\_\_\_\_

Amount of Grant funds being requested: \$ \_\_\_\_\_

Amount of Matching funds being committed: \$ \_\_\_\_\_

## PERMITS

If your project requires a Sign Permit, please apply for a Sign Permit directly with the City by contacting the Permit Clerk at 660-747-9135 or online at <https://warrensburgmo-energovpub.tylerhost.net/Apps/selfservice#/home>.

The Notice to Proceed for the Sign & Awning Grant will not be issued until the Sign Permit is ready to be issued or has been issued.

All contractors performing work associated with a Sign & Awning Grant must have a current, active Business License with the City of Warrensburg. Business Licenses may be obtained from the City Collector Carey West at City Hall by calling 660-747-9131 or online at [www.warrensburg-mo.com/186/Business-Licenses](http://www.warrensburg-mo.com/186/Business-Licenses):

**General Contractor Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Business License #: \_\_\_\_\_

<b>Subcontractors:</b>	Name	Phone #	Warrensburg Business License
Awnings:	_____	_____	Yes      No      In process
Sign:	_____	_____	Yes      No      In process
Other:	_____	_____	Yes      No      In process

## APPLICATION CHECKLIST

Please make sure you submit all of the following items with your application:

Completed application form (pages 4-5)

Completed Budget worksheet (page 6)

Bid or estimate from contractor

Before picture of the building

I understand work cannot begin on the grant project until a Notice to Proceed has been issued by Warrensburg Main Street. Any work started before the Notice to Proceed is issued will not be reimbursed by Warrensburg Main Street and failure to abide by the Program Rules and Process will result in denial of the funds. I understand the project may be inspected by representatives of the City for compliance to the project as submitted with the application. I understand that should the project be found not in compliance with the original application and proposal as submitted and approved, I may be denied issuance of the grant funds. The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the Sign & Awning Grant Program Rules and Process and agree to the conditions and guidelines.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Downtown Sign & Awning Grant Application

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Address where work will be performed: \_\_\_\_\_

Grant funds and the required private matching funds are to be spent for actual owner-paid, direct expenses approved by the grant committee such as purchasing materials and paying a contractor.