



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-energypub.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:

General Contractor Name: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Phone #: _____ Business License #: _____

Subcontractors:	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.

	Amount Paid for by Grant Funds	Amount Paid for by Applicant Match Funds	Total Cost of Item
Cost of Materials-provide detail			
Labor Costs			
Equipment Rental Fees			
Other Expenses (please detail)			
COLUMN TOTAL	\$	\$	\$