

**2020 Façade & Building Grant Improvement Program - Grant Application**  
**Downtown Waterville, ME**  
**Due April 1, 2020**

**I. FBIGP Application**

<b>2020 FBIGP Grant Application</b>		
<b>1. Name of Applicant / Grantee:</b>		
<b>2. Please check one:</b>	Landlord ( )	Tenant ( )
<b>3. Did you or your designee attend the FBIGP workshop on March 19, 2020?</b>	Yes	No
<b>4. Have you received prior local, state, federal, and/or private sector grant funding for your building (e.g. Community Dev. Block Grant)?</b>	Yes, Grant Name(s) & Year(s)	No
<b>5. Have you previously applied to FBIGP?</b>	Yes	No
<b>5a. If yes, were you awarded funding?</b>	Yes	No
<b>5b. If awarded funding, did you complete the project as described in your application?</b>	Yes	No
<b>6. Business Name, if applicable:</b>		
<b>7. Number of Employees, if applicable:</b>	F.T.E.	P.T.E.
<b>8. Property Address:</b>		
<b>9. Is your property on the National Historical Registry?</b>	Yes, Reference Number:	No
<b>10. Is your building vacant? (Y/N) If so, how will this grant facilitate business recruitment?</b>		
<b>11. Mailing Address (if different from above):</b>		
<b>12. Contact Information:</b>	Phone	
	Email	
<b>13. Grant Request Amount:</b>	\$	
<b>14. Are you an investor in CMGC?</b>	Yes	No

**15. Planned Improvements** (Please check all that apply.)

***(1) High Program Priority***

<input type="checkbox"/> Awning	<input type="checkbox"/> Cleaning &/or repointing of surface brick or stone
<input type="checkbox"/> Signage	<input type="checkbox"/> Re-painting of brick, stone, or cement
<input type="checkbox"/> Storefront Improvements	<input type="checkbox"/> Removing paint from brick or stone
<input type="checkbox"/> Restoration of historical/original windows, doors, &/or trim where possible	<input type="checkbox"/> Removal of “modernization efforts” &/or inappropriate non-historical alterations/additions
<input type="checkbox"/> Repair or replacement of windows, doors, &/or trim	<input type="checkbox"/> Cleaning &/or painting of exterior surfaces
<input type="checkbox"/> Exterior lighting	<input type="checkbox"/> Mural &/or Art & Design Elements

***(2) Low Program Priority Activities***

<input type="checkbox"/> Cleaning and repair or installation of approved siding	<input type="checkbox"/> Cleaning &/or painting of interior surfaces
<input type="checkbox"/> Security Cameras	<input type="checkbox"/> Roofing visible from street-level
<input type="checkbox"/> Interior lighting	<input type="checkbox"/> Outdoor Seating (e.g. bench)
<input type="checkbox"/> Removal or repair of fire escapes	<input type="checkbox"/> Screening for trash receptacles

**16. Please provide a brief written description of each proposed activity.**

*For example: (1) Painting – Paint entire street façade with 3 colors, a base wall color, a trim color and an accent color. (2) Sign – Remove existing internally illuminated sign and replace with a new projecting externally illuminated sign. (3) Install a new awning at main entry.*

**\*additional space provided on next page\***



**17. To complement the written description, please attach a photo(s) and/or design sketch(es) to help the Selection Committee understand where each proposed activity will take place and/or what it might look like. A completed design is not necessary.**

**18. Please describe the estimated project timeline for project completion as well as the long-term maintenance plan that will be in place to protect the façade improvements.**

<p><b>Start Date:</b> <b>End Date:</b> <b>Timeline description:</b></p> <p><b>Long-term maintenance plan:</b></p>
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**19. Which fund are you applying for? (check all that apply)**

- Small Projects Grants (up to \$2,500)
- Façade Improvement Grant (up to \$10,000)
- Special Projects & Building Improvement (\_\_\_\_\_)

**20. Estimated Cost\* of Improvements:** \_\_\_\_\_

*\*Using the attached Budget Form. A formal bid is not required at this stage.*

**21. Total Project Amount:** \_\_\_\_\_

**22. Applicant’s Signature**

I have read and understand the attached guidelines. I understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work. I also understand that improvements not formally approved by the Façade & Building Improvement Advisory Committee will not be funded.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**23. Landlord’s Acknowledgement (if Applicant is a Tenant)**

I am the landlord of the above address, I have been informed of the Applicant’s intention to perform the improvements described in the attached documentation, and I hereby approve the proposed improvements.

\_\_\_\_\_  
Landlord’s Signature

\_\_\_\_\_  
Date

**24. Landlord’s Contact Information**

Landlord’s Full Name: \_\_\_\_\_

Landlord’s Address: \_\_\_\_\_

Landlord’s Email: \_\_\_\_\_

Landlord’s Phone: \_\_\_\_\_

**II. Applicant Agreement and Disclosure Statement:**

By signing and submitting this application, the applicant hereby agrees to the following:

1. The information submitted herein is true and accurate to the best of my (our) knowledge. I understand that this information is being submitted to the FBIGP Advisory Committee so that they can decide to make a grant and that the FBIGP Advisory Committee is relying on this information. I give permission to CMGC to research the building’s history, research the applicant’s history, contact respective financial institutions, and perform other related activities necessary for the reasonable evaluation of this proposal.

2. I give permission to CMGC to utilize project illustrations and images for the purposes of marketing and/or branding.

3. I (we) have read, understand, and agree to comply with the requirements and conditions of Central Maine Growth Council's Façade & Building Improvement Grant Program and hereby agree to comply with the FBIGP Program Guidance document.

4. I have not paid anyone employed by the City of Waterville or CMGC for help in obtaining this grant.

5. I acknowledge that any work commenced before grant approval by the FBIGP Advisory Committee and a signed grant agreement is an unallowable expense and will not be reimbursed by CMGC. I understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work. I also understand that improvements not formally approved by CMGC will not be funded.

6. I understand that the project must be completed as agreed by October 1, 2020, or as extended in writing as necessitated by extenuating conditions. Approved projects within the category of "Special Projects & Building Improvement" may eligible for an extended timeline as determined in consultation with the FBIGP Advisory Committee.

7. I agree and acknowledge that: (a) the acceptance of this application does not commit CMGC to enter into an agreement, to pay any costs incurred in its preparation to participate in subsequent negotiations, or to contract for the project; (b) the acceptance of this application does not constitute an agreement by CMGC that any contract will be entered into by CMGC or that any application shall be granted; (c) CMGC expressly reserves the right, in its sole discretion and for any reason, to reject any or all applications (whether or not an application meets the guidelines, criteria, or other grant requirements) or to request more information from the applicant; (d) all decisions of CMGC, including whether to accept or reject an application, are final, non-reviewable and non-appealable, and the undersigned applicant waives any and all claims, including without limitation, claims for damage or loss, against CMGC, its agents, employees, officers, or others acting on its behalf in connection with this grant program, arising out of or related to the grant process, including without limitation, any claims that a rejected application should have been granted.

8. Should assistance be provided, I agree:

- a. To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.
- b. To keep such records as may be required by CMGC in connection with the work to be assisted.

c. To not discriminate upon the basis of race, color, sex, sexual orientation, marital status, disability, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.

d. To allow no member of the governing body of CMGC and no employee of CMGC to have any interest, direct or indirect, in the proceeds of any loan or in any way contract entered into by the borrower for the performance of work financed, in whole or in part, with the proceeds of the loan.

e. That NO financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended. Such assistance granted will not, however, be counted in the private match requirement.

9. Upon conclusion of the facade improvements, I agree to maintain the completed project. I understand there will be no alterations of the completed work without approval from CMGC.

10. I certify that there are no liens other than mortgages against this applicant's property and that all payments to municipal, state, and federal governments are current.

11. The word "I" shall refer to the undersigned applicant, and shall include any corporate or entity applicant.

A. Printed Property Owner Name\*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Owner as determined by the City of Waterville Tax Assessor's Office

B. Printed Business Owner/Tenant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Owner/Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business License #: \_\_\_\_\_

C. If applicant is a Corporation, sign below:

\_\_\_\_\_  
Corporate Name and Seal \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send your completed application along with all documentation to Central Maine Growth Council at [gdonegan@centralmaine.org](mailto:gdonegan@centralmaine.org).**

1. Small Projects Grant applications are due by 5:00pm on April 1, 2020. Notice of award will be April 10, 2020.
2. Façade Improvement Grant applications are due by 5:00pm on April 1, 2020. Notice of award will be April 10, 2020.
3. Special Projects & Building Improvement Grant applications are due by 5:00pm on April 1, 2020. Notice of award will be April 10, 2020.

Applications must be electronically emailed to CMGC.

**Additional Contact Information:**

Central Maine Growth Council  
50 Elm Street  
Waterville, ME 04901

Email: [gdonegan@centralmaine.org](mailto:gdonegan@centralmaine.org)

Phone: 207-680-7300