



For BMS Use Only: Grant Amount: \$ _____ BMS Approval Date: _____ DRB Approval Date: _____
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2008 Façade Improvement Program Application Form

General Information

Applicant Name: _____

Business Name: _____

Property Address: _____

Business phone number: _____ Cell phone: _____

Email: _____ Fax: _____

Applicant is (check which applies): _____ Property Owner _____ Tenant

***If applicant is not the property owner, the owner must sign this application in the space provided below to evidence permission to undertake building improvements.*

Type of Business: _____

How long has the business been at the current location? Since _____ (year)

Type of assistance being applied for (check all that apply):

_____ Matching Grant of up to \$5,000

_____ Low-interest financing through participating lenders up to \$40,000

_____ Design assistance (at no cost)

Proposed Façade Improvements

Proposed Improvements (check all that apply):

_____ Signage

_____ Exterior door/window replacement

_____ Awnings

_____ Removal of inappropriate design elements or finishes

_____ Exterior Painting

_____ Exterior Lighting

_____ Security grate removal/conversion

_____ Restoration/repair of façade

_____ Reconfiguring/recessing entryway

Please provide a detailed description of the proposed improvements to the property. Attach any design sketches, photos, color samples and other materials that will help in the processing of your application (use additional sheets if necessary).

Are you using an architect or other design professional? _____

Estimated Start Date of Construction: _____

Estimated Completion Date: _____

Project Funding

Project Budget _____
(Please attach detailed estimate of construction and related costs including design services.)

Amount of Matching Grant requested: _____

Describe the source and amount of matching funds from Applicant: _____

General Conditions

It is expressly understood and agreed that the applicant is not an agent, servant, employee, or sub-contractor of Beverly Main Streets. The applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

The applicant acknowledges that any work completed or costs incurred prior to final approval is ineligible for funding. It is expressly understood and agreed that the applicant will not seek to hold Beverly Main Streets and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program. The applicant agrees to maintain the property and improvements in good condition, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant authorizes Beverly Main Streets Program to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Streets' materials and press releases. The

applicant understands that Beverly Main Streets and/or the City of Beverly reserve the right to make changes in conditions of the Façade Improvement Program as warranted.

Applicant Signature

I have read and understand the attached program description and conditions. I understand that this is an application for a matching grant, and that I must match the dollar amount of the grant with my own funding sources.

Applicant Signature: _____

Date: _____

Property Owner Authorization

As the owner of the premises at _____
I have reviewed the foregoing materials, agree to the conditions of the Façade Improvement Program and authorize the above named Applicant to make exterior improvements to my property.

Property Owner Name: _____

Property Owner Address: _____

Phone: _____ Email: _____

Authorized Signature: _____ Date: _____

Required Documentation:

1. If Applicant does not own the subject property, then please attach copy of the lease/rental agreement.
2. Provide documentation as to the availability of the Applicant's matching funding.
3. Provide a project cost estimate with detailed breakdown of budget.
4. Provide a preliminary sketch or other graphics depicting the proposed improvements.