



## Exterior Building Improvement Grant Application

Date of Application: \_\_\_\_\_

Name of Individual Making Application: \_\_\_\_\_

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

Name of Current Business Occupant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### PROJECT SUMMARY

Describe the proposed improvement project for the exterior of the above referenced building. Examples of eligible projects include maintenance and repair of windows, roofs, masonry, new signs, new awnings or new fabric for existing awning frames, paint removal or fresh paint if building has previously been painted, etc. Use as much space as needed to adequately describe the proposed project in answer to the following questions.

Describe the scope of the project in detail:

Describe the anticipated impact of this project. Projects with a strong visual impact may be prioritized:

AMOUNT OF GRANT FUNDING REQUESTED (not to exceed \$20,000)

\$ \_\_\_\_\_

**AMOUNT OF APPLICANT'S CASH MATCH (1 to 1 match required)**

\$ \_\_\_\_\_

**TOTAL PROJECT COST**

\$ \_\_\_\_\_

**REQUIRED INFORMATION**

Provide two professional estimates for your proposed project with itemized costs of labor, materials and supplies.

Provide a drawing of the proposed work.

Provide one current photograph of the project building by itself. For context of the proposed project within the streetscape provide one additional photograph of the building that also includes the buildings to the immediate right and left.

For buildings located in the Russellville Downtown Historic District consultation is also required with the Russellville Historic District Preservation Officer for application for a Certificate of Appropriateness (COA). Planning staff must sign below indicating you consulted with them. (Contact the Planning Dept 968-1002)

Prior to submitting an application consultation is required with the Main Street Russellville Executive Director.

City of Russellville Planning and Development. Staff Signature \_\_\_\_\_

Date of meeting/consultation: \_\_\_\_\_ Printed Name \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING:**

- Submission of application should include the original and one copy.
- Applications must be received in the Main Street Russellville Office before 5:00 pm Friday November 15, 2024.
- Grants will be awarded following review as stipulated in the guidelines.
- Submission of an application does not guarantee award of grant funding.
- Project must be completed within the designated time frame.
- Final Grant Reimbursement Form and all required documentation must be received in the Main Street Russellville office by Friday May 2, 2025
- Failure to complete and submit all required documents by the May 2, 2025 deadline will result in forfeiture of the grant money awarded.

**PLEASE SIGN THE FOLLOWING:**

I have read and fully understand the requirements of the Exterior Building Improvement Grant Program and agree to comply with those requirements.

\_\_\_\_\_  
Signature of Applicant

**IF PROPERTY OWNER DIFFERS FROM THE BUSINESS OWNER/TENANT:**

I, \_\_\_\_\_ owner of the aforementioned property consent to the proposed work being undertaken by the business owner/tenant. I have read and understand the requirements of the Exterior Building Improvement Grant Program and agree with the requirements set forth in the Application and Guidelines.

\_\_\_\_\_  
Signature of Property Owner