

Appleton Redevelopment Authority (ARA) Business Enhancement Grant Application



Applicant Information

Business Name	
Contact Person	
Property Address	
City State ZIP Code	
Phone	
Fax	
E-Mail Address	
Type of Business	
Term of Lease (if applicant is not the owner)	

Property Owner Information

Name	
Street Address	
City State ZIP Code	
Phone	
Fax	
E-Mail Address	
Years Owned	
Type of Ownership	

➡ **If applicant is not the owner, complete and attach the permission agreement from property owner.**

➡ **Both the applicant and the property owner must complete and attach the attached affidavit.**

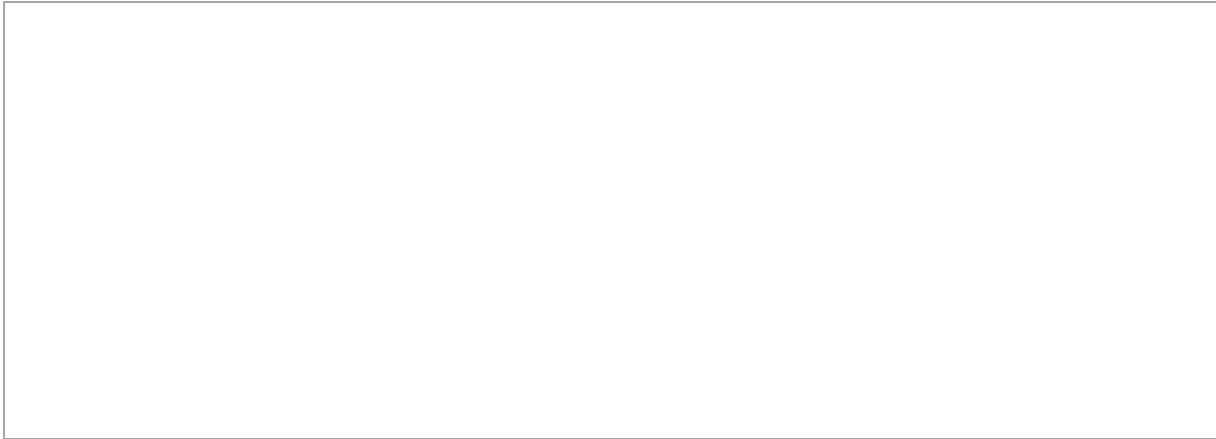
Architect, Engineer and Contractor Information

Include the name and contact information for the architect/engineer/contractor that you are using or plan to use for the project.

Architect/Engineer/Contractor Company Name	
Contact Person	
Address	
City State ZIP Code	
Phone	
E-Mail Address	

Proposed Improvements to Property

Describe the proposed improvements to the property. Include plans and/or drawings if available at this time. Refer to the ARA Business Enhancement Grant Program Guidelines for details on eligible and ineligible project costs:



➔ Attach a current photograph(s) clearly displaying the building and property that will be included in the improvements to your application.

Grant Request

Identify the estimated amount of your grant request below. A minimum of 1 quote/bid per trade (breakdown by trade not required if general contractor is used) is required with this application to be considered complete. *Note: A minimum of 2 quotes/bids will be required prior to final grant approval.* Competitive proposals to complete the property improvements are required prior to construction. Cost incurred before final grant approval by the ARA, with the exception of architectural and engineering fees, are not eligible.

The ARA will consider an application for a grant up to fifty percent (50%) of the total eligible project cost. Review the Business Enhancement Grant Program Guidelines for additional details on eligible project costs and matching funds.

ARA grant funds requested for property improvement project costs	\$	<i>50% of eligible project costs with a maximum of \$7,000</i>
Owner/Applicant investment for the property improvement project costs	\$	<i>50% of eligible project costs</i>
Total property improvement project costs	\$	

Agreement and Signature

By submitting this application, I affirm that the information set forth in it is true and complete. I have read and understand the ARA Business Enhancement Grant Program Guidelines. I understand submission of an application does not constitute a guarantee for funding from the program. If this application is accepted, the applicant will be required to enter into a Grant Agreement with the Appleton Redevelopment Authority.

Name (printed)	
Signature	
Date	

NOTE: Review of complete grant applications will be considered on a first come-first served basis. Applications will be considered "complete" when ALL the following information is provided:

- o Applicant Information*
- o Owner Information and Property Owner Permission Agreement (if not the same as applicant)*
- o Affidavit for Business Enhancement Grant Program from owner and applicant (if not the same)*
- o Improvement description and photos of existing building*
- o Grant amount requested and owner contribution*
- o Minimum of 1 quote/bid for the work proposed (Minimum 2 quotes/bids will be required prior to final grant approval)*

Grant Review

Thank you for completing this application form and for your interest in improving the City of Appleton.

Send your completed application and attachments to the staff contact noted below. All applicants will be contacted via email, letter or by phone to acknowledge receipt of the application.

If you have questions about this application or the ARA Business Enhancement Grant Program Guidelines, please contact:

Lily Paul, Economic Development Specialist
City of Appleton Community Development Department
100 N. Appleton Street
Appleton, WI 54911
(920) 832-6468 phone
(920) 832-6463 direct phone line
(920) 832-5994 fax
lily.paul@appletonwi.gov

Permission Agreement from Property Owner

Date: _____

Appleton Redevelopment Authority
Community Development Department
100 N. Appleton Street
Appleton, WI 54911

Re: Application for Business Enhancement Grant at _____ (*insert address*)

Dear Executive Director:

I hereby grant my permission to _____ (*insert applicant name*) to make application under the ARA Business Enhancement Grant Program. I understand I will be required to jointly, with the applicant, enter into a Grant Agreement with the ARA. I further grant my permission to _____ (*insert applicant name*) to complete the proposed improvements according to the Application.

I certify that I have received a copy of the Business Enhancement Grant Program Guidelines and Application from the applicant and I am fully aware of what is being proposed. I also certify that I am the legal owner of record and that I have the authority to grant this permission to _____ (*insert applicant name*).

Sincerely,

Signature

Printed Name

Affidavit for Business Enhancement Grant Program

We the undersigned hereby state there is no pending litigation against the ARA or the City of Appleton by me, my company or any other instance in which I am directly involved.

If a grant is awarded, activities as proposed shall be completed as outlined in the Grant Agreement.

WITNESS:

Signature of Witness

Signature of Applicant

Address

Date

WITNESS:

Signature of Witness

Signature of Owner (required if the applicant is not the owner)

Address

Date