



Commercial Façade & Roof Grant Program

Application Form and Checklist

Dept. Received: _____

Subject Property Information

Property Address: _____

Name of Business: _____

Property Type: Single-tenant Multi-tenant (*list below*)

Tenants: _____

Type of Business(es): _____

Applicant Information

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Relationship to Property: Owner Tenant Other: _____

Property Information

Deeded Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Property taxes current: Yes No

Property located in EDTA: Yes No

Application meets Design Guidelines: Yes No

Property Occupied: Yes No

If vacant, will the grant reactivate the building: Yes No

Proposed tenants: _____

Applicant Acknowledgements

- All statements provided in the application and supporting documentation are true and accurate and any misrepresentation will void any subsequent Grant Agreement and/or funding.
- I understand that any awarded grant funds must be used for the project described in this application, scope of work and the subsequent Grant Agreement.
- I understand that a Grant Agreement must be executed before entering into any contracts, purchasing any materials, or performing any work included in the project scope (with the exception of previously approved architectural or engineering design fees.
- I understand that work initiated prior to the Grant Agreement is not eligible. I understand that failure to comply with the Grant Agreement may result in loss of eligibility to receive funds.
- I understand that any portion of a project covered by insurance proceeds is ineligible.
- I acknowledge that The City of Huntington is obligated only to administer the grant and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.
- I understand that all required permits and compliance with applicable codes, laws, or ordinances are the responsibility of the owner/applicant.
- I acknowledge that proof of payment for eligible project costs includes a detailed invoice from the company/contractor of the charges and a copy (front of back) of a cancelled check in payment of the same amount. Reimbursement will occur only after the project completion or approved phase completion and all above payment information is submitted by the grant recipient.
- I understand that any unapproved changes to project plans as stated in the approved Scope of Work will void the grant and result in non-payment of funds or a portion of the funds. If changes to the scope of work are necessary, it is the responsibility of the grant recipient to immediately contact the City for additional project review and approval in writing before continuing the project. Regardless of approved changes, funding awards cannot be increased after the Grant Agreement is signed.
- Grant Agreements must be executed in a timely fashion and work completed within 6 months of execution. If not completed, funding approval may be revoked. Extensions may be granted in writing at the discretion of the City.

Applicant Signature

Printed Name

Date

Property Owner Approval

As the legal owner of the property requesting a Commercial Façade & Roof Grant, I hereby grant authorization for the submission of this application by the above listed applicant and completion of the improvements indicated within this application, scope of work, selected quote, and Grant Agreement. I further authorize the applicant to act on my behalf with respect to this grant program.

Owner Signature

Printed Name

Date



Application Checklist

Please submit the following applicable documents for consideration. If items do not apply to your project, write "N/A" next to the item. See the "Preparing Supporting Documentation" handout for instructions on how to prepare necessary supporting documents.

- _____ 1. Completed application form.
- _____ 2. A detailed scope of work prepared for the project.
- _____ 3. A minimum of two quotes from contractors and/or a list of materials for DIY work.
- _____ 4. Recent photographs showing all sides of the building to be improved (*façade applicants only*).
- _____ 5. Photographs or *preferably* renderings with clear notations indicating façade improvements. Be specific and include all relevant details, materials, etc. It is also beneficial to include product documentation or cut sheets, color samples, or list make/model information.
- _____ 6. A set of recent photographs showing roof to be improved along with a written statement from a qualified roofing contractor assessing the current condition of the roof and options for repair or replacement (*roof applicants only*).

Once you have completed the application and prepared all of the applicable items above, submit everything to:

City of Huntington
Community Development & Redevelopment
300 Cherry Street
Huntington, IN 46750

(260) 356-5146



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& ROOF GRANT PROGRAM
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& Redevelopment