RDA Façade Improvement Grant Application (SAMPLE)

1. Name of Applicant(s): Jane Doe
2. Mailing Address of Applicant: 12345 Main St. Rochester, MN 55901
3. Telephone Number(s): 507-123-4567
4. Proposed Business Address: 1234 Broadway Ave, Rochester, MN 55902
5. Does the Applicant Own the Building? ☒ Yes ☐ No

   (If the answer to question #5 is "No", please attach a letter from the building owner evidencing a commitment to the applicant.)
6. Estimated Total Project Cost: $14,695.12
7. Total Private Loan Being Obtained: $7,347.56
8. Total Façade Improvement Funds Requested: $7,347.56
9. Proposed Project Start Date: 1/2/2019
10. Proposed Project Completion Date: 1/30/2019
11. Legal Name of the Borrower/Grantee is: ABC Federal Credit Union
12. The Borrower/Grantee is:
    - ☐ Individual
    - ☒ Corporation
    - ☐ LLC Partnership
13. Checklist of Required Attachments for Façade Improvement Grant Application Submission:
    - ☒ Completed RDA Façade Improvement Grant Application with illustration of all design improvements (see sample application).
    - ☒ Copies of all estimates for services from licensed contractor performing improvements.
    - ☒ A brief narrative description of the business.
    - ☒ Letter of approval authorizing leasehold improvement from the property owner, if not owned by the business (if applicable).

The Undersigned Applicant Affirms:

1. The information in this application is true and accurate.
2. The applicant has read and understands the program guidelines and conditions which are incorporated here by reference.
3. The Rochester Downtown Alliance reserves the right, in its sole discretion, to reject this application.

Date: 1/2/2019

Signature of Applicant(s):

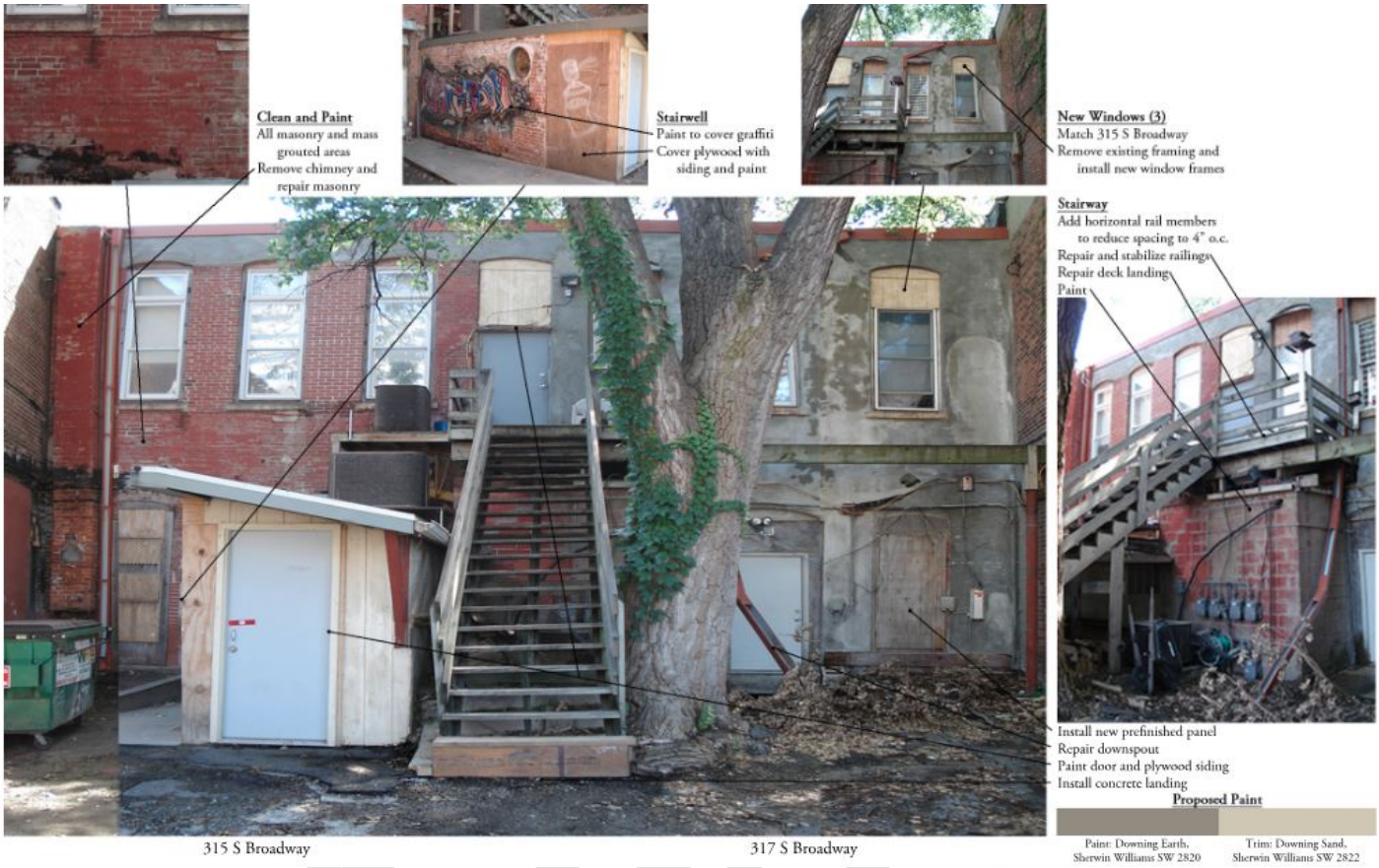
Jane Doe

Tax ID# of business: 12-3456789

SAMPLE

Proposed Design

(Please include a photo of the façade noting the location and detail of the proposed work – see example below)



Providing this visual along with the application is requested for the following reasons:

1. It provides the Design Review Committee with a visual on the work being performed and streamlines the application process.

2. It assists with recap to the City after the work is performed. The RDA is required to provide pictures of the performed work in order for payment to be distributed.

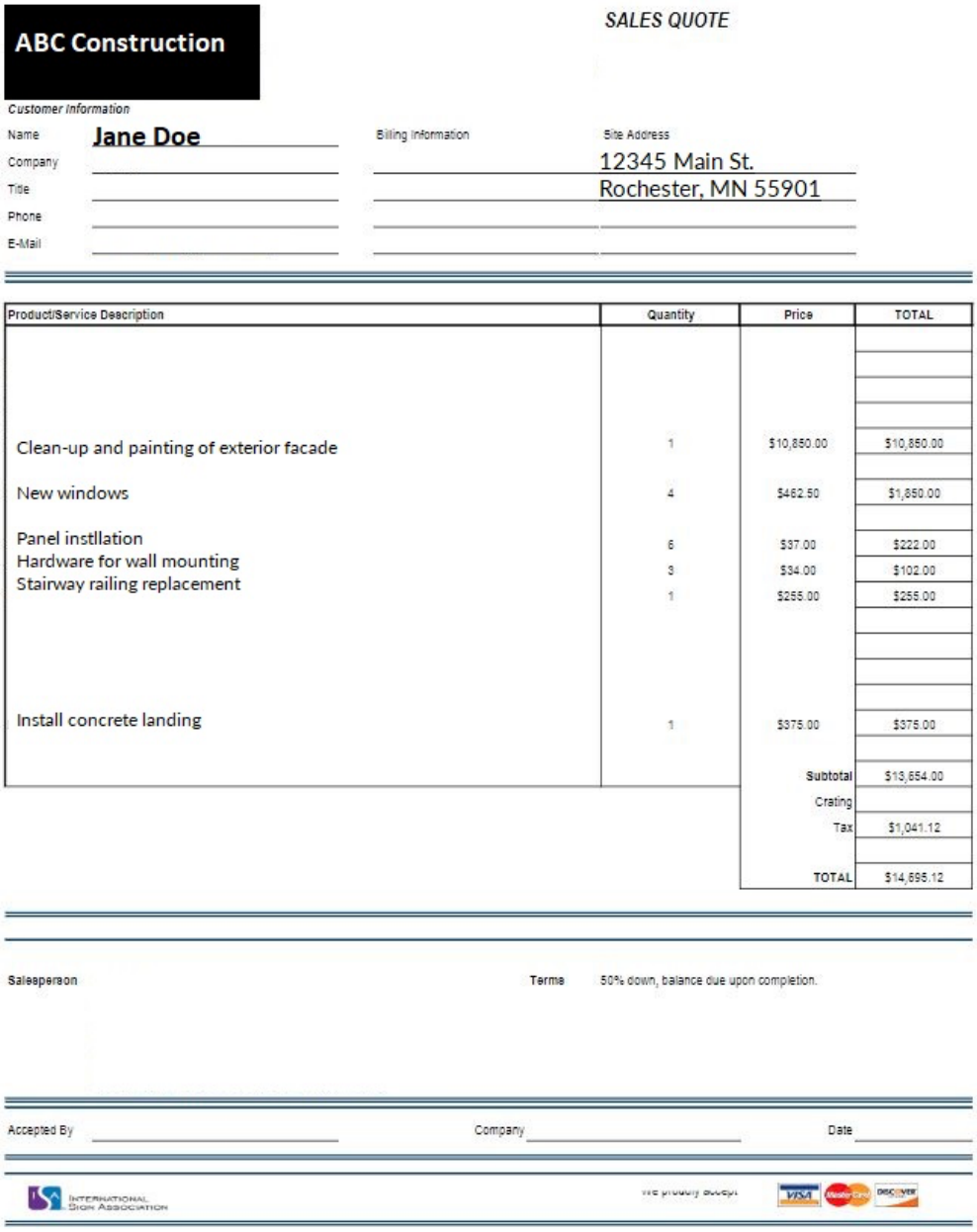
Design Assistance

Applicants are eligible to receive up to $1,500 to pay for or assist in paying for design assistance (these dollars do not need to be matched).

- For a list of local Design Firms to contact for services, click here (hyperlink to list once approved).

Estimates

(Please include itemized estimate(s) with description of work being performed with completed application – see example below)



ABC Construction

SALES QUOTE

Customer Information

Name: **Jane Doe**
Company:
Title:
Phone:
E-Mail:

Billing Information:

Site Address:
12345 Main St.
Rochester, MN 55901

Product/Service Description	Quantity	Price	TOTAL
Clean-up and painting of exterior facade	1	$10,850.00	$10,850.00
New windows	4	$462.50	$1,850.00
Panel instllation	6	$37.00	$222.00
Hardware for wall mounting	3	$34.00	$102.00
Stairway railing replacement	1	$255.00	$255.00
Install concrete landing	1	$375.00	$375.00
		Subtotal	$13,654.00
		Crating	
		Tax	$1,041.12
		TOTAL	$14,695.12

Salesperson:

Terms: 50% down, balance due upon completion.

Accepted By: Company: Date:

International Sign Association

We proudly accept:

After Work is Complete

- After work is complete, send all paid in full receipts and a completed W-9 Form to the RDA Senior Director of Placemaking.
- The RDA will submit the entire application with receipts and photos of the completed work to City of Rochester Administration in order to have them issue a check for the approved Façade Improvement Grant funds.

SAMPLE