

# Monmouth Downtown Façade Improvement Grant

## Application Form

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### PLEASE PRINT

#### Applicant Information (Property Owner):

1. Name of Applicant (e.g., Joe Smith): \_\_\_\_\_
2. Property Address: \_\_\_\_\_
3. Year Property was Built: \_\_\_\_\_
4. Mailing Address (if different from above): \_\_\_\_\_
5. Business Name (s) (if applicable): \_\_\_\_\_
6. Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Have you received prior grant funding from the Town of Monmouth? Yes \_\_\_\_\_ No \_\_\_\_\_
8. If yes, please list date(s), amounts and purpose of funding? \_\_\_\_\_  
\_\_\_\_\_
9. Are any previous grants received completed and closed out? Yes \_\_\_\_\_ No \_\_\_\_\_

#### Project Information:

##### **10. Proposed Project (Select One):**

Storefront Improvement \_\_\_\_\_

Signage \_\_\_\_\_

Awning \_\_\_\_\_

Other (explain): \_\_\_\_\_

**11. Detailed description of project for each proposed activity. For example: (1) Painting – Paint entire street façade with 3 colors, a base wall color, a trim color and an accent color. (2) Sign – Remove existing internally illuminated sign and replace with a new projecting externally illuminated sign. (3) Install a new awning at main entry.**

**12. Describe the long-term maintenance plan that will be in place to protect the façade improvements.**

**Estimated Cost\* of Project:** \_\_\_\_\_

For each applicable cost (cash) in the Cost Category column, list the dollar amount for all applicable funding sources.

List the total dollar amount for each cost category in the Cost Category Total column

<b>Cost Category</b> <i>*Fields should align with written quote from your preferred contractor.</i>	<b>Façade Grant</b>	<b>Cash Match</b>	<b>Cost Category Total</b>
<b>Demolition/Removal</b>			
<b>Architectural</b>			
<b>Engineering</b>			
<b>Planning</b>			
<b>Construction</b>			
<b>Materials</b>			
<b>Equipment</b>			
<b>Inspection</b>			
<b>Other (List)</b>			
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>TOTAL COSTS</b>			

**13. Total Applicant Match** \_\_\_\_\_

**14. Total Grant Amount Requested:** \_\_\_\_\_

**15. Preferred Contractor Information:**

Full Name/Business Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Applicant's Signature (Property Owner)**

I have read and understand the Downtown Façade Improvement Grant guidelines. I understand that I am agreeing to meet program guidelines as written. I understand that this is a matching grant program, and that money is granted on a reimbursement basis, following completion of work and payment of the cash match. I also understand that improvements not formally approved by the Town of Monmouth will not be funded.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return your completed application along with all documentation by**

**May 1 to:**

Town of Monmouth  
P.O. Box 270  
Monmouth, ME 04259

***\*Note, applications must be mailed or hand delivered (email or fax will not be accepted)***

REQUEST FOR BID FORM

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**Town of Monmouth Façade Improvement Grant Program**

You have been selected to receive this invitation to bid on rehabilitation work proposed at the following location which is applying for a Façade Improvement Grant from the Town of Monmouth.

Owner:		Phone	
Property Address:			
Contractor Name:			
Address:			
Type of Work:		Bid Due Date/Time:	
<b>Specifications for the work to be done on the property:</b>			

Grant applicants are required to secure 2 bids on project work. Grant applications are due May 1, 2014 and award announcements will be made by June 1.

The successful bidder will be notified by the property owner; however work will not begin until after a notice to proceed has been issued by the Town of Monmouth.

**Contractor's Bid Proposal Form**  
**Town of Monmouth Façade Improvement Grant Program**

Owner:			
Property Address:			
Contractor Name:			
Address:			
Type of Work:		Bid Due Date/Time:	

The undersigned proposes to furnish all labor and material(s) required to complete the work outlined in the specifications for the above referenced project for the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

Furthermore, I certify that:

1. All material will be free of defects and covered by manufacturer's warranties where applicable.
  2. All work accomplished by the contractor and/or his representative(s) will be warranted and completed to standard trade practices.
  3. Deviation from specifications involving changes in cost will be executed only upon written agreement by the owner, contractor, and Town of Monmouth personnel or Façade Committee. This will be covered by a change order to the contract and project specifications.
  4. This bid proposal is good for 90 days.
  5. Contractor has liability/property damage insurance and Worker's Compensation Insurance and will provide documentation prior to the commencement of work.
1. If awarded the contract I understand work will not begin until after a notice to proceed has been issued by the Town of Monmouth.
  2. No member, officer or employee of the Town of Monmouth or its agents or assignees, no municipal officers of the Town, and no other member of any board or commission, elected or appointed official of Monmouth or employee of the Town of Monmouth who exercises any decision making functions or responsibilities respecting the Façade Improvement Program have or will have any direct or indirect pecuniary interest as that term is defined by 30 M.R.S.A., Section 2250 et seq. in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under this agreement.

\_\_\_\_\_  
 Signature Date

# Application & Attachment Check List

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- Complete Application Form
  
- Sketches or photographs to show where proposed activities will take place and proposed design features
  
- Photographs of existing conditions of project, including abutting building(s)
  
- List of proposed materials and processes to be used
  
- Written professional quotes for proposed project (minimum of 2). *Identify preferred contractor*
  
- Documentation of source of private funding match. If source is other than applicant's readily available funds, provide a letter of commitment or other documentation indicating availability and commitment of funds