

TOP TIER Economic Incentive Grant Program

APPLICATION

Applicant Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone #: _____ Cell Phone #: _____

E-mail: _____

Building & Business Information:

Name of Business: _____ Description of Business (Incl. Products & Services): _____

Address of Building Housing Business: _____

Tax Parcel #: _____ Square Footage of Total Space Occupied by Business: _____

_____ Business is: Existing _____ Expanding _____ New _____ (Planned Opening Date:) _____ Business Category/Type (circle one) 1. Retail 2. Restaurant 3. Lounges, Pubs, Bars 4. Theater, Nightclub, Entertainment 5. Personal Service 6. Prof. Office 7. Manufactur'g

Number of Jobs created: _____ Retained: _____ Type of Jobs: _____

Owner of Business: _____

Owner of Building: _____

Name of Bank/Financing Partner (if any): _____

Incentive Grant Applied For:

(Architectural Design) _____ (Façade) _____ (Up-Fit) _____ (Infrastructure Support) _____

ARCHITECTURAL DESIGN SERVICES APPLICATION

Building & Owner Information:

Building Address: _____ Tax Parcel #: _____

Current Useable (interior) sq. ft. : _____ No. of Stories: _____ Zoning: _____

Building Owner(s): _____

Mailing Address: _____ City: _____ State: _____

Zip Code: _____ Phone #: _____ E-Mail: _____

Will Design Services Support a TOP TIER Façade Grant? _____ Up-Fit Grant? _____

If So, For How Much and When Will Application(s) be Made? _____

Description of & Reason for Request:

Describe the type of Architectural Design Services Requested:

Indicate the Work Product or Deliverable needed: (e.g. floor plan, elevation drawing, concept façade drawing, cost estimates, inventory of up-fit/equipment etc.) and how it will be utilized?

Will the Design Services provided by this Grant make the Building/Façade/Space more marketable; more functional; more profitable; more attractive? Describe:

Grants Provide up to a maximum 10 billable hours (at a professional rate not to exceed \$125.00/hr.)

This Request is for: _____ Billable Hours at: \$ _____ per Hour, or: \$ _____ (Total)

Does your total Design project exceed the maximum Grant? ____ (yes) ____ (no) \$ _____
If so, will you assume the costs not covered? _____

To Be Completed by Architectural Professional:

What work product(s)/deliverable(s) will be produced & provided?

How will the work product(s)/deliverable(s) aid in enhancing or improving the business potential of the building in question?

How many billable hours are required to complete the deliverables? _____

Your signature below indicates that you have read, understood, and accept the conditions of the TOP TIER Grant Program, and that the information you have provided is, to the best of your knowledge, accurate and truthful.

Dated: _____

Approved/Designated Architect

FAÇADE GRANT APPLICATION

- Façade Grant Funds can only be used on those building facades which adjoin dedicated public streets, and, only for Buildings existing within the B-3 (Central Business) Zone.
- The simple, exterior re-painting of a building alone is not eligible for a Façade Grant. Painting can make up one component of a more complete and multi-faceted exterior renovation.

Existing Use & Function of Building: _____

Materials and/or elements to be Added to Façade(s): _____

Materials and/or Elements to be Removed from Façade(s): _____

Other Treatments, Repairs or Processes: _____

Additional Information/Attachments:

- Detailed cost estimate of all processes, additions, repairs, and/or improvements. (as quoted by independent contractor, installer, craftsman).
- Pictures and/or renderings of façade(s) as existing and proposed (following improvement and in color).
- Product or manufacturer details on any proposed awnings, windows, doors, treatments or architectural elements.

Façade Grants are Awarded as Reimbursement upon receipt of paid invoices evidencing actual expenses on a 50/50 "Match" basis, up to a maximum award of \$5,000.00.

Total Amount of Façade Grant requested: \$ _____

Total (estimated) Cost of Façade Improvement/Renovation: \$ _____

Up-Fit Grant Application

- Up-Fit Grant Funds are available for the purchase and/or installation of interior building improvements, additions, renovations, equipment, or fixtures which , while designed or installed to serve a type of business, will remain with, or as part of the building following any lease termination or property transfer.
- Up-Fit Grant Funds can only be used for those buildings Zoned B-3 (Central Business); B-3P (Central Business District perimeter); and I-2 (General Industrial).

Businesses which represent: Retail; Personal Service; or Professional Office; May apply for Up-Fit Grant Funding of \$3.00 per-square-foot of total space dedicated to the business, but not to exceed 50% of allowable, cumulative total up-fit expenses; to a maximum Grant total of \$15,000.00.

Businesses which represent: Restaurant; Lounges, Pubs, Bars; Theatre/Nightclub/Entertainment; or Light Manufacturing, Assembly, Value-Added Processing & Research & Development; May apply for Up-Fit Grant Funding of \$5.00 per-square-foot of total space dedicated to the business, but not to exceed 50% of allowable, cumulative total up-fit expenses; to a maximum Grant total of \$25,000.00.

Additional Information/Attachments:

- Detailed personal, financial, and business history and experience.
- Detailed Business and marketing plan.
- Estimated pro-forma profit and loss projections for business.
- Projection and evaluation of cash flow.
- Detailed cost estimates for all up-fit expenditures.
- Floor plan sketch detailing all up-fit improvements, along with any and all specifications associated therewith.
- Letter of Franchisor approval & support if business is/to be a franchise.

General Description of Up-Fit Improvements: _____

Total Amount of Up-Fit Grant Request: \$ _____

Total (estimated) Cost of Up-Fit and Interior Renovations: \$ _____

Infrastructure Support Grant Application

- Infrastructure Support Grant Funds are available to subsidize the cost of eligible investment spent on approved elements of public (Town-owned) Infrastructure which enhance the business property or adjacent public ways or spaces, but are either not required to lawfully operate the business, or which serve areas and or properties beyond the business property. These may include (but are not limited to): ornamental sidewalks, street trees, ornamental light poles, bike racks, trash receptacles, planters or planting areas, ornamental benches, storm-water improvements, water-line or sanitary sewer line upgrades, or parking improvements for non-exclusive public use. Funds are payable as a reimbursement of 75% of approved expenses, upon receipt of paid invoices evidencing actual expenses incurred, if grantee purchased and/or installed; and as a 75% credit against total invoiced expenses if Town purchased and/or installed.

- Infrastructure Support grants may also be considered for award, covering 100% of certain total, eligible costs, for Town-owned elements of public infrastructure, which may or may not be required to operate the business. These shall be limited to: fiber-optic loop extensions and connections, electric transformers, and/or underground electric line extensions.

Describe Element(s) of Public Infrastructure Requested: _____

Estimated Total Cost of Improvements: \$ _____

Additional Information/Attachments:

- **Detailed Site Plan showing location of Infrastructure improvements.**
- **Specifications, description, and graphic representation of Infrastructure improvements.**
- **Any other pertinent information which might aid in evaluating request**

Explain Why You feel this Element of Infrastructure is Needed: _____

Your signature below indicates that you have read, understood, and accept the conditions of the TOP TIER Grant Program, and that the information you have provided is, to the best of your knowledge, accurate and truthful.

Dated: _____

Property Owner(s)

Dated: _____

Tenant Applicant (if applicable)

Dated: _____

Additional Business Owner(s)