



SULLIVAN RENAISSANCE 2018 PLANNING & COMMUNITY DEVELOPMENT PROGRAM BUSINESS ASSISTANCE GRANT INSTRUCTIONS

Sullivan Renaissance is a beautification and community development program committed to building beautiful, healthy and active communities in Sullivan County, NY. The **Planning and Community Development Program** offers funding for projects that involve planning and design, beautification of public spaces, and downtown revitalization. **BUSINESS ASSISTANCE GRANTS** are for businesses to implement projects aimed primarily at aesthetics and improving curb appeal.

A limited number of grants are funded each year through a competitive application process. Completed applications and documentation must be received by **April 1, 2018** to be considered for the 2018 grant cycle. Applications from seasonal businesses are accepted through **July 1, 2018**.

BASIC REQUIREMENTS

Projects must result in a significant aesthetic improvement and comply with local design standards and permitting requirements; as well as design guidelines available through Sullivan Renaissance. Business Assistance Grants are not intended to fund routine maintenance, but rather to enhance exterior, improve signage or add landscaping. Preference will be given to businesses located on main streets, along gateways and within downtown business districts; or those who have completed the Microenterprise Assistance Program's (MAP) Entrepreneurial Training Course offered through the Sullivan County Division of Planning.

GRANT RESOURCES

Businesses are eligible to request up to **\$2,500** for exterior improvements made to visible portions of the building including:

- Installation of landscaping and/or the purchase of containers, window boxes and hanging baskets
- Installation of new signs and/or the removal of non-compliant signs in accordance with local laws
- Substantial repair or replacement of exterior siding, windows and doors
- Installation of awnings, fences, exterior lighting, or outdoor seating areas

Grants will be awarded based on project location, degree of visual impact and level of owner investment. Grants require a 50/50 match and will be issued on a reimbursement basis for **approved items/elements only**. Consultations with qualified design professionals and/or Sullivan Renaissance staff to develop landscaping plans or concept sketches are available.

Sullivan Renaissance partners with the **Sullivan County Division of Planning** and the **Sullivan County Industrial Development Agency**, which administer revolving loan funds that assist entrepreneurs looking to establish or expand businesses in Sullivan County. For additional information, call 845-807-0527 or 845-295-2603.

PROJECT DOCUMENTATION

This is a reimbursement grant program. After approval, applicants will receive an award letter with instructions and a W-9 form. All projects must be completed and documentation (photos and receipts) submitted to Sullivan Renaissance no later than **October 1, 2018** to be eligible for reimbursement.

For more information about the **Planning & Community Development Program** contact:

Helen Budrock, Assistant Director/Community Planner

Phone: (845)295-2445 or E-mail: hbudrock@sullivanrenaissance.org

To submit a grant e-mail: grants@sullivanrenaissance.org

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SULLIVAN RENAISSANCE
2018 PLANNING & COMMUNITY DEVELOPMENT PROGRAM
BUSINESS ASSISTANCE GRANT APPLICATION

Business Name: _____

Contact Person: _____

Physical address: _____

Mailing address: _____

Phone: (day) _____ Phone: (mobile) _____

E-mail: _____

Type of business: Retail Restaurant Personal Service Other _____

Do you own or lease your space? Own Lease

If you lease your space, please provide the owner's information below and attach permission from the property owner to perform any proposed improvements.

Owner Name: _____

Mailing address: _____

Phone (day): _____ Phone (eve): _____

Mobile: _____ Email: _____

Have you participated in a MAP Entrepreneurial Training Program through the Sullivan County Division of Planning and Environmental Management? Yes No

If no, are you interested in participating in a future program? Yes No

Are you interested in information on the Revolving Loan Programs offered through the Sullivan County Division of Planning and Environmental Management? Yes No

1) Describe any improvements or renovations for which you are seeking funding.

For example: landscaping, signage upgrades, siding and/or window replacement, outdoor seating, etc. Attach photos of the area to be improved, along with diagrams, architect's plans or a rendering illustrating the proposed project.

2) Do you need a design consultation? Yes No *If yes, please describe what kind of help you need.*

3) Will permits be required from municipal boards, county and/or state highway authorities? Yes No

All projects must comply with local design standards, zoning laws, and permitting requirements, and all appropriate permits are required prior to beginning work. Examples include building permits, sign permits, road use permits, etc. Please explain how your project complies or why you believe this requirement is not applicable.

4) Summarize the total budget for your project in the table below (attach quotes or estimates if available):

Items to be purchased	Cost	
TOTAL PROJECTED BUDGET:		

5) How much are you requesting from Sullivan Renaissance (maximum \$2,500)? \$ _____

Please Attach:

- Before photos showing any areas to be improved
- Diagram, plan or rendering illustrating proposed work
- Quotes or contractor estimates
- Property owner permission letter

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE