



APPLICATION # \_\_\_\_\_

Date & time received: \_\_\_\_\_AM PM

## 2020 COMMERCIAL EXTERIOR GRANT APPLICATION

Accepting applications starting August 10, 2020

### 1. GENERAL INFORMATION

Project Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### 2. NATURE OF THE PROJECT

Provide a detailed description of the proposed project including the materials that will be used, colors, and the consistency to surrounding buildings: (Please include pictures, drawings/sketches of after project completion, and/or pictures of the materials planned to be used)

---

---

---

---

---

What impact will the project have on the property and any surrounding property?

---

---

---

---

---

---

Identify Qualified Project Costs:	Materials Only	Labor Included
a. Exterior: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
b. Signage: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
c. Awnings: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>
d. Other: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>

TOTAL ANTICIPATED PROJECT COSTS \$ \_\_\_\_\_

Provide Project Schedule:

Estimated start date: \_\_\_\_\_

Estimate completion date: \_\_\_\_\_

**3. CONTRACTORS TO BE USED: \*IF YOU WILL BE COMPLETING THE WORK, PLEASE SIMPLY NOTE SELF BELOW**

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For which portion of the project: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For which portion of the project: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

For which portion of the project: \_\_\_\_\_

**4. ADDITIONAL REQUIRED ITEMS TO INCLUDE WITH YOUR APPLICATION:**

- Proof of ownership/ownership approval
  - Copy of a Deed (warranty, limited, quit claim) and/or notarized letter from owner approving leasee to proceed with the project
- Property Tax Statement verifying taxes are current and back taxes are not owed
- Must also be current on water utility and any city loans.

**5. ACKNOWLEDGEMENT**

THIS IS A TIME-LIMITED PROGRAM AND I/WE UNDERSTAND APPLICATIONS ARE ON A FIRST COME, FIRST SERVICE BASIS. I/WE SHOULD WAIT TO PROCEED WITH MY PROJECT UNTIL RECEIVING NOTIFICATION OF APPROVAL AND ALL NECESSARY PERMITS. I/WE UNDERSTAND THAT THIS INFORMATION WILL BE REVIEWED BY CITY STAFF AND THE EDA BOARD AND IS SUBJECT TO MINNESOTA GOVERNMENT DATA PRACTICES ACT. I/WE UNDERSTAND THIS IS A REIMBURSEMENT PROGRAM AND I MUST PAY ALL CONTRACTORS BEFORE SEEKING REIMBURSEMENT. I/WE AUTHORIZE PROGRAM REPRESENTATIVES TO TAKE PHOTOGRAPHS OF THE STRUCTURE BEFORE AND AFTER, WHICH MAY BE USED FOR PROMOTION OF THE PROGRAM AND REPORTS.

THE CITY WILL NOT BE LIABLE FOR INADEQUATE PERFORMANCE OF CONTRACTOR(S) OR INDIVIDUALS. I/WE SHALL INDEMNIFY AND HOLD HARMLESS THE CITY OF MONTGOMERY, THE MONTGOMERY EDA, AND THEIR RESPECTIVE OFFICERS, EMPLOYEES, AND OFFICIALS OF ANY DAMAGES OR LIABILITY ARISING FROM, OR OCCURRING AS A RESULT OF, THE ACTIVITIES FUNDED THROUGH THIS PROGRAM.

X

application signature

X

co-application signature

**FOR STAFF ONLY**

Real Estate Property taxes current ☐ Yes ☐ No

Utilities /loans current ☐ Yes ☐ No

Will require permit ☐ Yes ☐ No

Complies with the zoning code ☐ Yes ☐ No

Is the project an exterior improvement to the storefront or area with high visibility ☐ Yes ☐ No

Grant award \$ \_\_\_\_\_

### **MINNESOTA DATA PRACTICES ACT – TENNESSEN WARNING**

In accordance with the State of Minnesota Government Data Practices Act, M.S. §13.01-13.90, the City of Montgomery is required to inform you of your rights as they pertain to private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private; however, your name, address, and the amount or value of the approved grant funds are public.

The information collected from you and other agencies or individuals authorized by you is used to determine the disposition of your application for the Commercial Exterior Grant Program.

The dissemination and use of the data collected is limited to that which is necessary for the administration and management of the grant program. Persons or agencies with whom this information may be shared include;

1. City of Montgomery staff administering the grant program.
2. Members of the Economic Development Authority and City Council.
3. Federal, State, County and local contracted auditors.
4. Law enforcement personnel.
5. Those individuals or agencies to whom you have given your express written permission.

Unless otherwise authorized by State statute or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices ACT. The rights include:

1. The rights to see and obtain copies of the data maintained on you,
2. To be told the contents and meaning of the data and,
3. To contest the accuracy and completeness of the data.