



**Greater Port Washington
Business Improvement District**

P.O. Box 121, Port Washington, NY 11050
(516) 883-8890 E-mail: gpwbid@optonline.net

2022 – Sign Grant Program Application

The Greater Port Washington Business Improvement District is sponsoring a Sign Grant Program to aid property owners and businesses within the district that are interested in placing a **new** sign on the exterior façade of the building (front/rear entrance). This grant is awarded on a first come, first serve basis and is subject to available funds. **We will contribute 50% of the cost of an approved sign up to a maximum contribution of \$1,000.00** (For Example: If the sign cost is \$2,000.00, the business will pay \$1,000.00 and the BID will pay \$1,000.00)

The application must be submitted **within six (6) months of installation** of the sign. Property owners or tenants may apply for grant funding. Tenant applications must have the building owner's approval and their signature notarized. Payment to the program participant will occur only after the sign is installed and work is completed in accordance with approved plans and specifications.

PROGRAM REQUIREMENTS:

Subject to available program funds for the current year.

1. All projects are subject to approval by BID Board.
2. Neon and blinking signs are ineligible for grant money.
3. This program grant may not be used by any BID business and/or business owner more than one-time every 10 Years.
4. Sign, Facade Aid and Tenant Bonus Grants submitted at the same time or within one year of the other will be combined as one project. (Subject to a maximum combined amount of \$5,000.00).
5. Subject to grant monies received for this project from other organizations.
6. Applicants must be a member of the District and considered in good standing.

Required Supporting Information:

1. Copies of the approved sign permit from the governing municipality.
2. Elevation - drawings of sign on the façade
3. Description of the material that will be used for the sign (Wood, Metal, etc)

If an application is not approved for any reason, including incomplete submission, applicants may resubmit a new application one time and within 10 days of notification.

Grant Program Purpose and Procedure:

- The Board has the right to accept, deny or adjust the amount granted for any request.
- All grant requests will be processed in the order in which the fully completed grant application is received at the BID office.
- All grant requests are subject (a) to the availability of program funds for the current year and (b) to the specific program requirements of each grant requested.

Property Address: _____

Applicant: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant E-mail Address: _____

Property Owner Name: _____

Estimated Cost \$ _____ Requested Grant \$ _____
 (50% Matching cost up to \$1,000.00 maximum)

Plans and specification sufficient to describe the proposed work are attached. By requesting a Sign Grant, I understand and agree with the following conditions:

1. The commitment of grant money for a proposed project expires twelve months from approval date as noted on application. For reasonable project delays, the expiration date may be extended by the District upon written request by the applicant;
2. All work must completely follow the supporting documents that were submitted to the District and approved by the Municipality;
3. All work shall comply with all government regulations;
4. Eligible activities include signs attached to the front or rear façade of the building;
5. The grant check shall be awarded only after the work has been completed and with proof of costs and payment, in the form of paid invoices, cancelled check(s) (front & back). These items will be required in order for the District to issue payment.

_____ Date
 Property Owner or Applicant (must be notarized)

This is to certify that the proposed project described above meets the requirements necessary for application for the Sign Grant.

6. Have you or are you planning to apply for another grant for the same expense? _____

A) If yes, to whom did you apply? _____

B) If yes, how much was approved/received? _____

7. Mail the application, affidavit and all relevant paperwork to:
 The Greater Port Washington Business Improvement District (BID)
 Attention: Sign Grant Program
 P.O. Box 121
 Port Washington, NY 11050

AFFIDAVIT – All Grants (Façade/Sign/Tenant)

_____, being duly sworn, deposes and states: (Property Owner or Applicant)

1. I am submitting this Affidavit for a (Check applicable grant)

FACADE AID GRANT _____

SIGN GRANT _____

TENANT (NEW) BONUS GRANT _____

from the Greater Port Washington Business Improvement District (“BID”) with regard to

_____ (“Premises”).

2. I have reviewed the relevant building and zoning codes for the Premises and all applicable rules will be fully complied with for any work performed at the Premises.
3. Attached hereto and made a part hereof is a description of the scope of work. (If applicable).
4. The work is being undertaken by the _____. [Applicant/Owner/Tenant]
5. The Applicant has received all necessary permits, copies of which are attached hereto, or has applied for the permits, with the applications being attached hereto.
6. I understand that payment of the Grants/Bonus will not be made until all permits have been closed and a Certificate of Occupancy or Certificate of Existing Use (if required) has been issued by the location’s governing municipality and the location is open and operating.
7. If any work at the Premises is completed without a required permit, the BID reserves the right to rescind the grant and/or obtain a return of the Bonus from the Applicant.

(Property Owner or Applicant)

Sworn to before me this _____ day of _____, 2022

Notary Public