



2025 – SIGN GRANT PROGRAM

The Greater Port Washington Business Improvement District (“GPWBID”) is sponsoring a Sign Grant Program intended to aid property owners and commercial tenants located within the district that wish to place a **new** sign on the exterior façade of the building (front and/or rear entrance). This grant is awarded on a first come, first served basis and is subject to available funds. **If awarded, the GPWBID 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 \$3,000.00, the GPWBID will reimburse a maximum of \$1,000.00.

Property owners or commercial tenants may apply for grant funding. Tenant applications must have the building owner's approval and notarized signature. The application must be submitted **within six (6) months of installation** of the sign. Payment to the program participant will occur only after the sign is installed and work is completed in accordance with approved plans and specifications. Project work must be completed within 12 months of application.

GRANT PROGRAM OVERVIEW

- All grant requests will be processed in the order in which the fully completed grant application is received at the GPWBID office.
- All projects are subject to approval by GPWBID Board.
- 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.
- Applicants must be a member of the GPWBID and considered in good standing.
- Neon and blinking signs are ineligible for a grant award.
- This program grant may not be used by any GPWBID business and/or business owner more than one-time every 10 Years.
- Sign, Facade Aid and Tenant Bonus Grants submitted at the same time or within 12 months of the other will be combined as one project, subject to a maximum combined amount of \$5,000.00.
- Subject to grant monies received for this project from other organizations.
- The Board has the right to accept, deny or adjust the amount granted for any request.
- If an application is not approved for any reason, including incomplete submission, the applicant may resubmit a new application one time and within 10 days of notification.

GRANT APPLICATION PROCEDURE

If you believe you qualify for a sign grant, please submit a complete application package. The packet must include:

1. Completed Application Form
2. Completed IRS Form W-9
3. Copies of the approved sign permit from the governing municipality.
4. Notarized Affidavit
5. Photo or rendering of proposed sign and placement.
6. Proof of payment once work is complete.

When all information is submitted, the GPWBID’s Board of Directors will review the request and will notify you of its determination.

If your grant is approved, as indicated above, funds will be made available once the work is complete and proof of payment has been submitted.



Sign Grant Program Application Form

Applicant: _____

Property Address: _____

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)

Permits, plans and specification sufficient to describe the proposed work are attached.

By requesting a Sign Grant, I understand and agree with the following conditions. *Please initial each item.*

1. The commitment of grant money for a proposed project expires twelve months from approval date, as noted in the application document. For reasonable project delays, the expiration date may be extended by GPWBID upon written request by the applicant;

2. All work must completely follow the supporting documents submitted to the GPWBID and approved by the Municipality;

3. All work shall comply with all applicable 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 upon the GPWBID's receipt of proof of costs and payment, in the form of paid invoices or cancelled check(s) (front & back). These items will be required in order for the GPWBID to issue payment.

Property Owner or Commercial Tenant Applicant

Date

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

Mail the application, affidavit, and all relevant paperwork to:

The Greater Port Washington Business Improvement District (GPWBID)
Attention: Sign Grant Program
329 Main Street
Port Washington, NY 11050



AFFIDAVIT – All Grants (Façade/Sign/Tenant)

_____, being duly sworn, deposes and states: (Property Owner or Commercial Tenant, the “Applicant”)

- 1. I Am the Property Owner of or Commercial Tenant at (circle one) the below described Premises.
- 2. I am submitting this Affidavit for a: *Check applicable grant(s)*

FACADE AID GRANT _____ SIGN GRANT _____ TENANT (NEW) BONUS GRANT _____
from the Greater Port Washington Business Improvement District (“GPWBID”) with regard to
_____ (“Premises”).

- 3. I have reviewed the relevant building and zoning codes for the Premises, and I will full comply with all applicable rules for any work performed at the Premises.
- 4. Attached hereto, and made a part hereof, is a description of the scope of work, if applicable.
- 5. The work is being undertaken by the _____.
- 6. 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.
- 7. I understand that payment of the Grant(s) 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 Premises location is open and operating.
- 8. If any work at the Premises is completed without a required permit, the GPWBID reserves the right to rescind the grant and/or obtain a return of the Grant money from the Applicant.

(Applicant)

Sworn to before me this _____ day of _____, 2025

Notary Public