



Downtown Milford, Inc. (DMI)

Sign, Awning, & Façade Enhancement Matching Grant Program

APPLICATION STEPS

This matching grant program is made possible by WSFS Bank

1. Contact the Downtown Milford, Inc. (DMI) office at 302-839-1180 for the grant application and supporting documentation.
2. Complete the DMI Eligibility Checklist. If you are **eligible**, proceed to the next step.
3. Contact City of Milford for *required permit application(s)*, and *submit* completed City of Milford permit application(s) with the permit application fees to City Hall. Please note, that **City approvals do not automatically ensure DMI Sign, Awning & Façade Enhancement Matching Grant funds or DMI Design Committee approvals**.
4. Complete the application grant and submit the original signed hard copy to the DMI office located at 207 S. Walnut Street in Milford, Delaware. You will be informed if your application requires more information or if it has been submitted to the DMI Design Committee.
 - The completed grant application will be reviewed by the DMI Design Committee at its next scheduled monthly meeting and you will be notified of the committee's decision.
 - **DMI Design Committee approval is required before construction commences or the application will be void.**
5. Once approved, construction must commence within 90 days and be completed within 12 months.
6. Upon completion of project, forward copy of paid invoices and an 8" x 10" minimum color photo of new sign, awning, or the completed façade improvement(s) to the DMI office
7. Upon review of paid invoices and photo, and a site visit by a DMI Design Committee member, the applicant will receive DMI matching grant reimbursement

***Matching grants are awarded on a "first-come, first-served" basis, based on the funds available in the **Downtown Milford, Inc. Sign, Awning, & Façade Enhancement Matching Grant Program** account.

ELIGIBILITY CHECKLIST

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Please answer yes or no for each line item	
I am a merchant, business or property owner in Milford's downtown commercial district.	
I am located within the Downtown Milford, Inc. boundaries. See the attached document for DMI boundaries.	
I am making enhancements to my street facing signage, awning(s), or façade.	
I have not started making any <i>physical</i> enhancements to my building.	
I have not previously applied for this DMI Sign, Awning & Façade Enhancement Matching Grant Program, for this current location.	
My proposed enhancements comply with the DMI Guidelines of the Sign, Awning, & Façade Enhancement Matching Grant Program. Refer to the attached documents for the DMI Guidelines for this grant.	
My project will commence within <u>90 days</u> of the DMI Design Committee approval and will be completed within <u>12 months</u> .	
If I am approved for the DMI Sign, Awning & Façade Enhancement Matching Grant Program, <u>I agree to have a sign posted during the project and one month after the project completion date.</u> The sign indicates that the project is funded in part by Downtown Milford, Inc. and WSFS Bank.	

*If you have answered **NO** to any of the line items above, you are NOT ELIGIBLE for the Downtown Milford, Inc. Sign, Awning & Façade Enhancement Matching Grant Program.



Downtown Milford, Inc. (DMI)

SIGN, AWNING, & FAÇADE MATCHING GRANT APPLICATION

Downtown Milford, Inc. will **reimburse up to \$500.00** of the cost for sign, awning, or façade enhancements for commercial properties located within the DMI designated commercial district boundaries. The maximum matching grant is *not to exceed \$500.00* for sign, awning, and façade improvements. ***The grant applies to street facing facades only. A matching grant will be awarded to projects that have approved City of Milford sign and/or building permits prior to the start of work, where applicable. If a permit is required, a confirmation of the approved permit must be provided prior to installation or construction.*** Matching grant funds are released as a reimbursement after approved work has been completed, invoices have been paid, required documentation has been submitted, and a site visit by DMI Design Committee member has been completed. Please see attached materials for further details. Matching grants are awarded on a “first come, first served” basis.

This grant program is made possible by WSFS Bank.

Application Date: _____

Questionnaire Portion

- Is your project new construction, renovation, or restoration work?

- Yes or No: Are you having a licensed professional complete your project or part of your project?

- If you answered “no” to the previous question. Who is doing the work?

➤ Does your project involve any chemical cleaning? If yes, please describe.

➤ Does your project include any abrasive cleaning? If yes, please describe.

➤ Does your project include any electrical work? If yes, please describe.

- **Scope of Work:** Use the space below to provide as much detail as possible for the project's scope of work. Please include details such as location on the building, materials used, restorations methods, cleaning processes, and proposed application to building structure, etc. Attach additional sheet if necessary.

Application Information

The applicant is the person applying for the grant whether it is the tenant or landlord

Contact Name:	
Business Name:	
Business Address:	
Mailing Address: (If different from above)	
Phone Number:	
Email Address:	

If the applicant is the landlord, check this box and skip the "Landlord Information" Section.

Landlord Information

Landlord Information is Required if the applicant is not the landlord

Name:	
Business Name:	
Address:	
Mailing Address: (If different from above)	
Phone Number:	
Email Address:	

Please provide the information for the project site

Address:	
Proposed Project Start Date:	
Permit Date: If Applicable	
Estimated Project End Date:	

Contractor Information #1

Provide this information if you have a licensed professional completing your work

Contact Name:	
Business Name:	
Phone Number:	
Email Address:	
What portion of the project is this contractor responsible for?	

Contractor Information #2

Provide this information if you have more than one licensed professional completing your work

Contact Name:	
Business Name:	
Phone Number:	
Email Address:	
What portion of the project is this contractor responsible for?	

ATTACHMENT CHECKLIST:

Please submit all applicable items below with your grant application.

- 8" x 10" minimum color photograph of the existing façade
- 8" x 10" minimum color photograph showing the buildings adjacent to each side of the property
- Proposed sign, awning, or façade plans drawn to scale
- Estimated costs and quotes: include breakdowns for materials and labor
- Materials specifications include: samples of paint colors for all parts of signs, awning fabric samples, samples of all paint colors for general painting, samples of any replacement materials being considered for replacement in kind
- Copies of approved sign/building permit(s)/variances(s)

STATEMENT OF UNDERSTANDING

- ❖ Applicant **agrees to comply** with the *requirements and design guidelines* of the DMI Sign, Awning, & Façade Enhancement Matching Grant Program
- ❖ Applicant **agrees to comply** with all *City of Milford, Kent/Sussex County, and State of Delaware codes, requirements, and ordinances*.
- ❖ Approved applicants **must** agree to have a sign posted during and one month after project completion indicating that the project is funded in part by Downtown Milford, Inc. (DMI) Matching Grant Program and WSFS Bank. DMI will provide the sign.
- ❖ Applicant understands that he/she **must** submit detailed cost documentation, copies of approved building/sign permits, invoices and contractors' final waivers of lien upon approved improvements after project completion, and then be reimbursed for half of the total approved expenses.
- ❖ Applicant **agrees to hold harmless** *Downtown Milford, Inc. (DMI), the DMI Board of Directors, DMI professional staff and DMI volunteers for any damage to the building, sign, or awning or personal injury that may occur as a result of work funded by this matching grant.*
- ❖ Recipients of any sign, awning, and façade matching grant funds **must** agree to observe all *applicable federal, state, and local law pertaining to the use of matching grant funds.*
- ❖ All applications **must** be submitted AND approved before the project start date.
- ❖ **Submit original signed documentation** and all required attachments to:

Downtown Milford, Inc.
207 S. Walnut Street
Milford, DE 19963

Applicant Signature

Date

If the applicant is not the owner of the building or is a separate entity, the following line must be completed:

I certify that I, _____, the owner of the property listed in the application above do authorize the applicant to apply for a matching grant under the DMI Sign, Awning, & Façade Enhancement Matching Grant Program and undertake the improvements.

Landlord Signature

Date

FOR DOWNTOWN MILFORD, INC. OFFICE USE ONLY: APPROVAL FORM

Date Received:	Received By:	
	Print Name	Signature
Downtown Milford, Inc. Executive Director Checklist 1:		
<input type="checkbox"/> Executive Director application review. <i>If the application is incomplete, contact the applicant for missing information. Once the application is complete move to the next list item.</i>		
<input type="checkbox"/> Submit the application to Downtown Milford, Inc. Design Committee <input type="checkbox"/> Contact the applicant to inform them that their application has been submitted to Downtown Milford, Inc.'s Design Committee		
Date Submitted to DMI Design Committee:	DMI Executive Director Approval:	
	Print Name	Signature
Date Reviewed by DMI Design Committee:	DMI Design Committee Representative Application Approval	
	Print Name	Signature
Downtown Milford, Inc. Design Committee Checklist:		
<input type="checkbox"/> Contact applicant to inform them their application has been <u>approved or denied</u> . <i>If the applicant has been approved, complete the list items below</i>		
<input type="checkbox"/> Inform the applicant that their project must commence within <u>90 days</u> and be completed within <u>12 months</u> .		
<input type="checkbox"/> Provide the Downtown Milford, Inc. and WSFS Signage for the grant requirement (located at the DMI Office).		
<input type="checkbox"/> Inform the applicant once their project is complete they must submit the following:		
<input type="checkbox"/> 8"x10" minimum color photograph of completed project		
<input type="checkbox"/> Paid invoices for completed project		
<input type="checkbox"/> Complete a site visit upon project completion. Verify the completed project aligns with the original scope of work provided in the application.		
<input type="checkbox"/> Sign below for the Site Visit approval AND resubmit the application to the DMI Executive Director		
Date of Site Visit:	DMI Design Committee Representative Site Approval	
	Print Name	Signature
Downtown Milford, Inc. Executive Director Checklist 2:		
<input type="checkbox"/> Review and verify the approval form has all required signatures <input type="checkbox"/> Sign Below for financial reimbursement approvals <input type="checkbox"/> Submit a copy to DMI Treasurer for matching grant funds		
Final Approval Date:	DMI Executive Director Final Approval	
	Print Name	Signature