

**DOWNTOWN WEST ORANGE FAÇADE GRANT PROGRAM**  
**2009 GRANT APPLICATION**

Date of Application: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

Applicant's Business Title: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Landlord's Full Name (if other than Applicant): \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Landlord's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please provide a brief description of the proposed improvement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how or why the proposed improvement will positively affect the appearance of the business, the building in which it is located and the downtown West Orange business district.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Improvement: \_\_\_\_\_

Total Grant Amount: \_\_\_\_\_

**The following items MUST be included with your application in order for it to be considered complete.**

1. Architectural drawings of the project, which may include plans, elevations, cross sections and/or sketches illustrating the proposed improvement.
2. Color and/or material samples
3. 2 photographs of existing conditions.
4. 2 formal bids (estimates) from contractors for each of the components of the proposed project. (i.e. signs, awnings, facades, etc.)
5. Signed letter of agreement (Attachment 1)

I hereby apply for financial assistance for a facade improvement project as described above. I have read the "Downtown West Orange Façade Grant Program Guidelines" dated 2007 (Attachment 2) and I accept all conditions described therein.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord's Acknowledgment: I am the Landlord of the above address, I have been informed of the Applicant's intention to perform the improvements described in the attached documentation, and I have no objection to the implementation of the project.

Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_

**DOWNTOWN WEST ORANGE FAÇADE GRANT PROGRAM**  
**2009 LETTER OF AGREEMENT (Attachment 1)**

Applicant's Full Name \_\_\_\_\_

I, the undersigned, understand and by signing I agree to the following:

1. That the Downtown West Orange Alliance (hereinafter referred to as DWOA) will review my application and, if approved, may commit to as much as, but no more than, **\$2,000** of my project's costs. I understand that if, after such commitment, the contractor or supplier increases the cost of the project for any reason, the DWOA is not obligated to adjust the amount of its original commitment for grant funds awarded for my project, even if the original commitment was for less than the maximum \$2,000.
2. That I will match at least the dollar amount of the grant funds awarded by the DWOA for the project.
3. That the DWOA will base its grant amount on the lowest estimate, all design issues otherwise being equal; and that I may use the more expensive contractor if that is my choice but will only be granted based on the lower estimate.
4. That the DWOA will not consider any of my personal labor as a legitimate improvement cost for the purposes of this program.
5. That I am responsible for obtaining the proper permits or variances for my project, and that the costs associated with same are not eligible to be considered for matching grant.
6. That prior to receiving any of the grant funds from the DWOA, the DWOA Executive Director will review my completed project to determine that the actual work performed was the work approved.
7. That the DWOA must review and approve any changes or alterations proposed to my project, after the initial approval is given.
8. That the grant awarded by the DWOA is subject to and conditioned upon the approval of the project by the appropriate authorities of the Township of West Orange (hereinafter West Orange).
9. That if, after I am awarded a grant, I need to revise my project to meet the requirements imposed by West Orange, I shall report such revisions to the Executive Director of DWOA, however, DWOA shall not withdraw my award on account of the resulting revisions.
10. That if, after I am awarded a grant, I need to revise my project to meet the requirements imposed by the authorities of West Orange, and if such revisions increase the estimated costs of my project, the DWOA is not obligated to adjust the amount of its original commitment for grant funds for my project.

11. That I will display the “Downtown West Orange Façade Grant Program” sign in my storefront window during the implementation of my project, and for a period of one month after the improvement is completed.
12. That I agree to hold indemnify the DWOA, its agents, servants, employees, or representatives, and to save them harmless from any damages, claims, demands, or suits of any kind, or liability of any kind arising out of the renovation, or in the event the renovation proves to be unsatisfactory in the opinion of the applicant and/or building owner.
13. That the DWOA may cancel the Façade Grant Program at any time before the announcement of awarding me a grant, and have no obligation to me. However, the DWOA guarantees that once a grant has been committed to me, and provided I meet all the requirements outlined in the "Program Guidelines," I will receive the awarded grant.
14. That I must complete my project within the approved time schedule, and that immediately upon completion I will provide the DWOA with a "Notification Letter" of the completion of the project along with a photograph(s) showing the completed project.
15. That within thirty (30) days after receipt of my "Notification Letter" of the completion of the project, the Executive Director shall issue to the DWOA Board a written recommendation for payment of the awarded grant funds.
16. That the DWOA shall issue payment of the awarded funds within thirty (30) days after approval by the DWOA Board.
17. That if I elect to begin the implementation of my project before DWOA approves the project, I may do so and still be considered for an award, but only after I file my completed grant application. In such case I understand that filing my application and beginning the work does not guarantee me an award, but only the consideration for an award.
18. That I must keep all original invoices and receipts for payments related to the project for which I plan to request a matching grant, to be attached later to my “Notification Letter” at the completion of the project.

All of the information I have provided in this application and all of the attachments submitted as part of this application are true and correct to the best of my knowledge.

Signature	Witness
Name (print)	Name (print)
Federal Tax I.D.# or S/S#	Date

