

Village of Clarksville

Beautify our Business Community

GRANT APPLICATION PACKET

Application & Funding Process

- Business owner (applicant) submits completed Grant Application to the Village Council with required materials and description of requested improvements and/or scope of work to determine if project meets the general intent of the program.
- Upon project approval, the Clarksville Village Council will prepare a Grant Agreement to be executed by the applicant, at which time improvements may begin. The Clarksville Village Council cannot pay for any work that has been completed prior to execution of the Grant Agreement. Improvements must begin within three months of executing the Grant Agreement or applicant may forfeit grant funds.
- Once improvements are complete, the Clarksville Village Council will verify that all work has been completed per the approved scope of work. Upon successful review, the applicant will provide associated invoices and evidence that all bills for improvements were paid in full.
- The Clarksville Village Council will disburse grant funds within 30 days of receipt of all required documentation.

Questions and completed materials should be submitted to:

Village of Clarksville

162 S Main St

Clarksville, MI 48815

clarksvillemi@clarksvillemi.org

Program Guidelines

1. Statement of Purpose

Beautifying our businesses improves the experience for those that live, work and visit the downtown area.

2. Eligibility

- a. Geographic Area: Projects must be located at businesses that operate within the boundaries of the Village of Clarksville.
- b. Project Review: Projects must be approved, by the Clarksville Village Council prior to the start of construction in order to be eligible for funds.
- c. Term: A business owner may submit one application per year until grant expiration on October 31, 2017.

3. Eligible Activities

Improvements such as (but not exclusively limited to) building façade enhancements, awnings, painting, landscape elements, signage, accessibility improvements, public art, murals and decorative lighting are eligible for reimbursement subject to approval by the Village Council. It is the responsibility of the applicant to ensure all improvements comply with local, state, and federal codes and regulations.

4. Parameters of Grant

- a. Grant Amount: The Clarksville Village Council will approve matching grants of 50% of the total project cost up to \$1,000.00 per project. Total compensation of no more than \$500.00.
- b. Disbursement of Funding: Funding will be released upon project completion, onsite review by The Clarksville Village Council, and when the Clarksville Village Council has received all necessary supporting documentation.
- c. Project Signage: Applicant must post signage on the property while the project is under construction indicating work is being done as a part of the Village of Clarksville Beautify Our Business Community Grant Program. Sign will be provided by the Clarksville Village Council and should be returned upon completion of construction activities.

5. Waiver of provisions

The Clarksville Village Council may modify or waive certain provisions of these program guidelines.

6. Notification

The Clarksville Village Council reserves the right to:

- a. Reject, discontinue, modify, or withhold any and all applications or grant payments.
- b. Announce all grant commitments publicly.
- c. Use before and after photography of your project.

Village of Clarksville

Applicant Information

Beautify Our Business Community Grant Application

Name

Phone Number

Property Address

Email Address

Mailing Address (if different)

Project Scope of Work (may attach additional sheets as necessary)

The following must accompany this application:

1. Renderings or illustrations of proposed improvements showing, where applicable, materials, colors, dimensions, location of improvements, and any other information necessary to understand the project including pictures.
2. Project site plan showing relationship of project to larger property
3. Photos of existing conditions.
4. Itemized budget for all costs relative to the project, and copies of licensed contractor estimates.

Additional Information

Materials presented in this application and approved by the Clarksville Village Council will otherwise be known as the scope of work for the project. Any variance from the scope of work may lead to forfeiture of grant funding unless otherwise approved by the Clarksville Village Council. Therefore, all documentation must represent true intent.

Certification of Applicant

I have read and fully understand the program guidelines and procedures of the Village of Clarksville Beautify Our Business Community Grant Program, and have provided all requested information to the best of my knowledge.

Print Name

Signature

Date

Date Received: _____

Village of Clarksville Initials: _____