



Date of Application: _____

**Oil City Main Street
Façade Matching Grant Application
Main Street Matters' Grants increased to up to \$10,000 (No minimum)**

Please complete the following application and attach all necessary and supportive documents that will be used to consider approval for the Main Street Façade Improvement Grant. Funding requires a dollar-for-dollar, 50/50 match by the applicant.

Applications are due on the last day of the month to allow time for review by the Oil City Main Street Design Committee during their regularly scheduled meeting of the following month.

Property Information:

Address of Property: _____
(Funding is available for properties located within the designated Main Street area only)

Current uses of the property:

____ Commercial ____ Commercial w/residential on upper floors (____ Units)
____ Vacant ____ Occupied ____ Other: _____

If occupied, is this an owner-occupied property: ____ Y ____ N

Applicant:

Name: _____

Phone: _____ Cell: _____

Email: _____

Applicant is the ____ Property Owner ____ Commercial Tenant (if tenant, property owner must sign off on all façade improvement requests.)
the following: If the applicant is not the property owner please provide

Property Owner: _____

Phone: _____ Cell: _____

Email: _____

Property Owner Signature: _____ Date: _____

Summarize the current condition of the property:

Describe any significant structural, mechanical, electrical, and/or plumbing issues as well as any significant fire safety and/or code violations:

Describe your plan and matching financing mechanism to remedy these issues and attach documentation of financing mechanism(s):

Describe the scope of work of your proposed façade improvement:

How will this project enhance/impact the visual appearance of the building?

How will this project enhance/impact the overall appearance of our downtown?

Applicant MUST provide a complete copy of all of the following documentation for the scope of work outlined above:

- ☐ Photographs of current conditions (photos can be hard copy or digital) If digital, hard copies must also be provided.
- ☐ Two (2) estimates/quotes from different contractors. Please include the contractor's license number and indicate which contractor you will be using.
 - If work is to be performed by someone other than a professional contractor, please provide cost estimate of repairs/improvements such as cost of material.
- ☐ Product samples, color swatches, drawings/renderings, etc. as necessary to clearly illustrate improvements under consideration.
 - If the funding is to be used for painting, we encourage you to select colors from the designated color palettes recommended by the Design Committee.
- ☐ Proof that all taxes (city, school AND county) are paid and current.
- ☐ Proof of ownership or consent by owner of work to be done.
- ☐ Proof of insurance.

Items eligible for program funding are listed below. The total maximum funding for a single façade application is 50% of the project cost, not to exceed \$10,000.00 (total dollar funding can be a combination of one or more of the below items):

- **Awnings/Canopies:** replace or repair existing awnings as well as purchase of new awnings - reimbursable up to \$10,000.00. Must meet all state & local requirements.
- **Signs:** exterior only; reimbursable up to \$10,000.00 – All signs must comply with Oil City regulations.
- **Paint, Exterior Restoration, and/or Architectural Elements:** exterior only; reimbursable up to \$10,000.00
- **Windows:** reimbursable up to \$10,000
- **Doors:** reimbursable up to \$10,000
- **Design Assistance:** reimbursable up to \$1,000.00
- **Lighting:** exterior only; reimbursable up to \$10,000.00

Estimated Cost of Work: \$ _____

Requested Grant Amount: \$ _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

An on-site review of the project must be completed prior to the approval of funding. The applicant or representative on behalf of the applicant must be present for the on-site review. Please be aware that the applicant must obtain all necessary permits, and the Oil City Code Administration Dept. must inspect all work before, during, and after to ensure compliance to all Oil City ordinances and state regulations. All work must conform to current local and state building codes and permits.

If you have questions about the application, contact the Oil City Main Street Manager at 814-677-3152 x 101 or srosen@oilregion.org

Please return the completed Grant Application along with all required documentation to:

Oil City Main Street Manager
c/o Oil Region Alliance
217 Elm Street
Oil City, PA 16301
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STATEMENT OF UNDERSTANDING

I understand that this Façade Improvement Grant Program is funded by Pennsylvania DCED and any grant that I may be approved for by the Oil City Main Street Program shall be **contingent upon the availability of state fun**

I understand that this is a **matching grant** and if I qualify, I can only receive up to **50%** of the cost of the eligible projects, not to exceed \$10,000.00, subject to the maximum limits stated above as well as in detail through the Oil City Main Street Façade Guidelines. I understand that I am required to provide a 50/50, dollar for dollar match to the requested grant amount.

I also understand that prior to receiving payment of the matching grant, all work must be completed in a manner consistent with the work described in my grant application. Work must conform to all state/federal laws and local ordinances, and all necessary permits must be obtained.

I understand that by signing the letter of commitment, I also agree to perform at least 5 hours of volunteer service during the grant period toward a downtown revitalization project within the Oil City Main Street District.

I understand that this façade grant program is subject to the Prevailing Wage Act, which specifies that if the entire project cost is over \$25,000.00, I must pay the prevailing wage according to the Pennsylvania Department of Labor and Industry.

I understand that this is a reimbursable program, and I will not be reimbursed for any work begun **before** grant approval. I also understand that copies of paid invoices will be submitted to both the ORA and the State for reimbursement, and that reimbursement could take up to **90 days or more**.

I understand that any changes I make to my plan **after** grant approval must be submitted to the Oil City Main Street Design Committee for approval or I will not be reimbursed for those changes.

I understand that the work completed will be reviewed by the Oil City Main Street Manager and/or Design Committee as well as Oil City Code Enforcement to ensure work was completed as agreed upon in the Scope of Work and Letter of Commitment.

I understand that I will need to submit documentation that substantiates the total and final cost for work. This documentation may include a copy of a signed contract with the vendor or contractor. I further understand that I will need to submit supporting documentation that substantiates the work is complete. Specifically, I will provide photographs of the completed project, final invoice(s), and canceled check(s) or confirmations of payment in full as well as proof of volunteer service hours.

I understand that multiple applications made by the same owner will be considered on an individual, case-by-case basis.

I understand that all work must be completed within the agreed upon timeframe unless an extension has been asked for and formally agreed upon in writing by the design committee.

I understand that property and/or business owners are expected to maintain their building through weed control, trash removal, cleanliness, and overall care.

I also understand that with this submittal I am providing my permission to notify the media regarding the award or payout of this grant as well as allowing photos before and after to be used either by the media or the Oil City Main Street program and committees for proof of compliance and possible promotion of the program.

Signature of Applicant

Date

Signature of Property Owner
(if not applicant)

Date

* * * * *

Date Application Received: _____

Documentation Complete:

- ☐ Applicant information
- ☐ Property Owner information/identification
- ☐ Property location
- ☐ Written project description – scope of work
- ☐ Design plan(s), drawings – renderings, samples, color swatches, including approval from city and zoning.
- ☐ Photographs
- ☐ Contractor and material cost estimates for each eligible project
- ☐ Matching fund verification, proof of financial responsibility
- ☐ Signatures of the applicant and property owner
- ☐ Proof of ownership
- ☐ Proof of current taxes (city, school AND county)
- ☐ Proof of insurance
- ☐ Signed Letter of Commitment by the applicant and the Design Committee
- ☐ Yes, I have reviewed the online Design Guide on www.OilCityMainStreet.org

Committee Approval Signature: _____

Approval Date: _____

Written approval or denial sent to the applicant date: _____

If additional information is required, letter sent to applicant: _____

PLEASE NOTE THAT RETURNING THE APPLICATION IN ITS ENTIRETY DOES NOT GUARANTEE YOU A GRANT. BE SURE TO FOLLOW THE GUIDELINES TO ENSURE YOU GET YOUR RETURN. DO NOT PURCHASE ANY ITEM OR PAY EMPLOYEES UNTIL YOU GET THE WRITTEN APPROVAL FROM ORA/MAIN STREET DESIGN COMMITTEE AND HAVE ALL OF THE PAPERWORK SIGNED.