

# Beautiful Downtown Lewiston | Design Committee

## MATCHING GRANT PROGRAM

### OVERVIEW AND PROGRAM PURPOSE

Beautiful Downtown Lewiston's mission is to create a vital and inviting downtown Lewiston which promotes quality business, cultural, and community growth.

Beautiful Downtown Lewiston (BDL) is sponsoring a matching grant program for signs, awnings, and sandwich boards, which is intended to stimulate improvements to the exterior of commercial buildings and create a cohesive look and feel throughout downtown Lewiston.

BDL would like to assist you in improving your business! Signage is an important part of identifying your business location and style to potential customers. It also contributes to the overall visual appeal of the downtown district in which your business resides.

### ELIGIBLE APPLICANTS

Business or property owner within the BDL district. Must be a BDL Partner Business in good standing.

### DEADLINE

Friday, September 30, 2016

### ELIGIBLE PROJECTS

Various types of signage are eligible for grants:

- Wall signs
- Vinyl window signage
- Projecting signs
- Awnings
- Sandwich boards

### ADDITIONAL REQUIREMENTS AND CRITERIA FOR SELECTION

1. Assistance with both fabrication and design is available. Architectural and design assistance must come from a professional. Recommended firms include: Advantage Advertising; ArtBeat; Blue Sky Mondays; Bott & Associates; Castellaw Kom Architects; Image! Design Center; My Architect, LLC; Northwest Media Productions
2. All eligible projects will follow BDL's Design Guidelines and/or consult with BDL Design Committee when selecting style and color for grant project. To request a Design Guideline packet or a meeting with the Design Committee, please contact BDL Executive Director Courtney Kramer at (208) 790-1148 or by email at [courtney@beautifuldowntownlewisaton.org](mailto:courtney@beautifuldowntownlewisaton.org).
3. Project should be designed specifically to contribute to the success of the business. The project should be appropriate for and considerate of the particular building.
4. Project should positively contribute to the appearance and vitality of downtown Lewiston.

5. There is a demonstrated need for the new signage, the project may not be possible without the matching grant.
6. Project must comply with City of Lewiston codes and receive related permit approvals.
7. Successful applicants will be required to obtain appropriate permits and Historic Preservation Certification of Appropriateness (if applicable) before receiving grant funds.

## GRANT AMOUNTS

All grants require a 1:1 match (at least 50% of the cost of the project must be paid by the owner). Maximum grant amount is \$500 per applicant. Amounts may be subject to current budget funds available for the program.

## APPLICATION PROCESS

1. Applications and Guidelines for the program will be available on the BDL website: [www.beautifuldowntownlewiston.com/resources/grant](http://www.beautifuldowntownlewiston.com/resources/grant)
2. Completed applications will be returned to the BDL office for review by the BDL Design Committee.
3. The BDL Design Committee will award or reject expenditure of grant funds.
4. If not approved, the BDL Design Committee will explain by letter to the applicant the reasons for rejection and what, if any, steps can be taken to receive approval.
5. Individuals with approved applications will be notified and will sign an agreement with BDL. No work should start on the project until written notification of approval is received.
6. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
7. Grant monies will be distributed to the applicant as a reimbursement upon completion of the project. Copies of all applicable bills and invoices must be submitted before reimbursement.

# MATCHING GRANT PROGRAM APPLICATION

*Complete and return application, including any supplemental documents to*  
Beautiful Downtown Lewiston | 301 Main Street Ste 103 | Lewiston, ID 83501

Applicant Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Applicant Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Does the applicant own the building? Yes No

If the answer to #1 is no and the project is for wall, projecting, or awning signage, please attach a letter from the owner expressing approval of the project.

What business is providing architectural/design services for this project? \_\_\_\_\_

Provide a brief description of how your proposed signage is a good investment for your business and for Beautiful Downtown Lewiston:

Type of signage planned:  Wall  Vinyl window  Projecting  Awning  Sandwich Board

Total cost of project: \$\_\_\_\_\_

Amount requested: \$\_\_\_\_\_

Proposed project completion date: \_\_\_\_\_

Please attach additional documents that describe the color and style of your proposed signage, the specifications as to the size of the sign, how and where the sign will be hung on the building, and a written estimate from the sign company/architect/designer.

The undersigned applicant affirms that:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the conditions of the Beautiful Downtown Lewiston Matching Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_ (*deadline September 30, 2016*)