



Main Street Sign Grant Program

GOALS AND OBJECTIVES

This program is intended to stimulate investment in local business in the City of Port Washington and facilitate local economic development, by providing financial resources that encourage improvements to the exterior appearance of commercial buildings through signage.

POLICY STATEMENT

Port Washington Main Street will accept and consider applications for the program for projects that add or improve signage of businesses located within the City's BID District.

FINANCING DESCRIPTION

Program funding is in the amount of \$500 per year.

The Sign Grant Program financial participation shall be limited to 50% of approved project costs up to a maximum of \$500, per year. More than one project may be funded in a given year; however, the total amount funded will not exceed \$500.

Example:

Cost of Sign	Amount Reimbursed
\$500	\$250

There will be two application rounds in each year. The deadline for submitting applications for the first round in 2024 will be May 24. The deadline for the second round will be November 20.

ELIGIBLE APPLICANTS

To be eligible for funding, a proposed project must meet all the following minimum requirements:

- Business or property owners who are PW Main Street members or who are Main Street Associate Members. Priority will be given to Main Street members located within the BID district.
- Applicant has received the Sign Permit from the City Planner of Port Washington,

confirming acceptance of design and placement.

- Compliance with Applicable Laws. Applicants shall comply with all applicable local, state and federal laws and codes.

TYPES OF PROJECTS ELIGIBLE FOR PROGRAM FUNDING

Types of eligible projects include, but will not be limited to:

- Exterior signage
- Vinyl or other window sign

Ineligible Projects:

- Interior signage
- Merchandising signage

GRANT TERMS AND CONDITIONS

Amount.

The maximum amount of a single grant may not exceed \$500.

Reimbursement Basis.

Grants will be provided on a reimbursement basis only, upon full project completion. Payment of an approved grant will require submittal of all project invoices, receipts, or similar documentation of actual costs incurred in the completion of the project.

Project Completion Date.

Projects must have completed after November 20, 2023, and before November 20, 2024, to be eligible for 2024 grant periods. Extensions may be authorized subject to sufficient justification.

APPLICATION PROCESS

All applicants for program funding will have applied for and received a Sign Permit from the City Planner of the City of Port Washington for sign design and placement. Applicants will be required to complete an application form, including design drawings or photos of the signage. Applications will not be considered complete until the following required attachments have been received:

- Proof of Sign Permit
- Photos of sign or design drawings
- Copies of PAID invoices or contracts

APPLICATION SELECTION PROCESS:

Main Street Design Committee, together with the Main Street board, will review applications and make funding recommendations for projects that meet the program guidelines.

Note that the grant process does not replace the City's permitting process. Applicants are responsible for following all City rules and regulations.

1. Applicant: Submit a grant application package to the director of Port Washington Main Street by the deadline. The application package may be submitted in person at the Main Street office or emailed to the director at pwmainstreetdirector@gmail.com.
2. Main Street Design Committee and Board of Directors: Reviews the application for completeness, determines whether the project meets the program criteria, and verifies the availability of matching funds.
3. Applicant will be notified of approval/denial of the grant application by the Main Street director.
4. Once all documents are received, the grant payment will be processed by Port Washington Main Street via check.



PORT WASHINGTON MAIN STREET SIGN GRANT APPLICATION

Date: _____

Applicant Name: _____

Applicant Address: _____

Phone: _____ Email: _____

Property Address: _____

Tax Key No: _____ Assessed Value: \$ _____

Award Amount Requested: \$ _____ Total Project Cost: \$ _____

(CANNOT EXCEED 50% OF PROJECT COST; MAXIMUM AMOUNT WILL DEPEND ON TYPE OF AWARD GRANTED)

BUSINESS INFORMATION – IF APPLICABLE

Legal Name: _____

Trade Name: _____

Business Address: _____

Phone: _____ Email: _____

Property Address: _____

Type of Business (check applicable):

- | | | | | | | |
|-----------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> C – Corp | <input type="checkbox"/> S Corp | <input type="checkbox"/> LLC | <input type="checkbox"/> LLP | <input type="checkbox"/> Partner ship | <input type="checkbox"/> Sole Propriet or | <input type="checkbox"/> Non-Profit |
|-----------------------------------|---------------------------------|------------------------------|------------------------------|---------------------------------------|---|-------------------------------------|

PROJECT DESCRIPTION

Timeline for start and completion of project: _____

Written description of project:

CERTIFICATION STATEMENT

The undersigned hereby:

Certifies that to the best of the applicant's knowledge and belief, the information being submitted to Port Washington Main Street as part of the application is true and correct.

Certifies that the applicant is in compliance with all laws, regulations, ordinances, and orders of public authorities applicable to it.

Certifies that the applicant is responsible for obtaining funding for the project and all repayment requirements.

Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse materials impact includes but is not limited to lawsuits, criminal or civil actions,

bankruptcy proceedings, regulatory intervention, or inadequate capital to complete the project.

Applicant signature

Date

Printed name

Applications will not be considered complete until the following required attachments have been received:

- Proof of Sign Permit from the City of Port Washington.
- Photos or renderings of the signage.
- Copies of PAID invoices, contracts, or quotations to be done in connection with the project.

Any questions regarding this application or process should be addressed to:

Kristina Tadeo, pwmainstreetdirector@gmail.com