

Northfield Storefront Renovation Grant Program Application

Part 1: Applicant Information

Your Name: _____

Phone Number: _____

Email Address: _____

Part 2: Property Information

Address of Proposed Project Site:

Is the property located in a Village Center District? Yes No

Are you the owner or a tenant of this property? Owner Tenant

Legal Name of Property Owner:

Is the property currently occupied or vacant? Occupied Vacant

Business Name (if property is occupied):

Proposed projects (please check all that apply):

- ☐ Exterior Painting
- ☐ Awning replacement or installation
- ☐ Lighting replacement or installation
- ☐ Signage repair or installation
- ☐ Hardscape repair or replacement
- ☐ Door/window repair or replacement
- ☐ ADA accessibility improvements
- ☐ Roof repair or replacement
- ☐ Other non-permanent exterior enhancement (such benches, art, or window box installation).
- ☐ Window displays visible from the outside
- ☐ Design/architecture services (must be accompanied by a request for related construction project)
- ☐ Other projects (considered on a case-by-case basis)

Part 3: Project Narrative

Describe the improvements you plan to make to this storefront and your timeline for doing so.

How will this project/these projects enhance your building and/or business and contribute to cultivating a sense of place in Northfield?

If the property is not occupied, please describe your plan and timeline for occupying the space or securing a tenant to occupy the space.

If the property is currently occupied, please describe any impacts the proposed work will have on current operations, including any efforts to mitigate disruptions.

Part 4: Budget

Project Line Item	Amount	Have quotes been secured?
	\$	Yes / No
	\$	Yes / No
	\$	Yes / No
	\$	Yes / No
	\$	Yes / No
Total Project Budget	\$	

Amount of Grant Request: \$_____

*Refer to the table in the **Frequently Asked Questions** section of the application guide to determine the maximum grant amount for which you are eligible to apply. Grant request cannot exceed 90% of total project costs and cannot exceed \$25,000.*

Are adequate funds available to cover the required match amount? Yes No

Part 5: Supplemental Documents

Include the following documents, as applicable, with your application.

___ **Drafted illustration of proposed work:** Include a mock-up of your property with proposed project(s). Any of the following are acceptable: A sketch of the front of your building with proposed changes OR a printed-out photo of your building with drawn and/or written notes depicting proposed changes OR an architect's rendering. Drawings need not be to scale but should show the location and general characteristics of the proposed project.

___ **Quote sheets:** One quote sheet is required for each separate project component. For example, if you are requesting funds for painting and funds for signage, you must submit a complete quote sheet for each.

___ **Property Photo:** A photo of the street-facing side of the property as-is should be submitted as part of your application. You can send this digitally or print it out and include it as part of your paper application.

___ **Property Owner Approval Form:** If you are a tenant, you must submit the property owner approval form with your application. This is not required if the applicant is the property owner.

___ **Copy of Lease:** If you are a tenant, please submit a copy of your commercial lease.

Part 5: Certifications

I certify that:

- 1. The information provided in this application is accurate.**
- 2. The business and property owner(s) are current with all Town obligations, and the business and property owner will comply with all local, state, and federal regulation applicable to this project.**
- 3. I have read and will comply with the requirements outlined in this application and the application guide.**
- 4. I acknowledge that if selected to receive a grant, the Town of Northfield may publicize my project in print and online.**
- 5. I agree to participate in project check-ins as determined necessary by the committee.**

Name: _____

Signature: _____ **Date:** _____

Quote Sheet

To be used for any purchase or contract for the Storefront Renovation Program exceeding \$999.99.

Purchases or contracts between \$1,000.00 and \$4,999.99 require applicants to seek two quotes.

Purchases or contracts of \$5,000.00 or more requires applicants to seek at least three quotes.

A completed copy of this form must be included with the application.

If selected to receive a grant, the applicant should contract or make purchases from the vendor that is able to offer the needed quality of supply or service at the lowest price.

Product/Service: _____

VENDOR #1: Company Name: _____

Quoted Price: _____ Date contacted: _____

Address: _____ Phone Number: _____

Contact Person's Name: _____

Notes: _____

VENDOR #2: Company Name: _____

Quoted Price: _____ Date contacted: _____

Address: _____ Phone Number: _____

Contact Person's Name: _____

Notes: _____

VENDOR #3: Company Name: _____

Quoted Price: _____ Date contacted: _____

Address: _____ Phone Number: _____

Contact Person's Name: _____

Notes: _____

Property Owner Approval Form

To be submitted with applications to the Northfield Storefront Improvement Program submitted by a commercial tenant. This form is not required if the property owner is the applicant.

I, _____, am the owner of the property located at

_____, Northfield, MA and currently leased by

_____.

The tenant has proposed to make the following changes using funds acquired through the Storefront Renovation Fund:

- _____ Approve? Yes / No
- _____ Approve? Yes / No
- _____ Approve? Yes / No
- _____ Approve? Yes / No
- _____ Approve? Yes / No
- _____ Approve? Yes / No

Notes:

I approve these projects to take place at this property and authorize approval to the tenant to carry them out. I acknowledge that this form is not a binding requirement for the tenant to carry out these projects.

Name: _____ Phone Number: _____

Signature: : _____ Date: _____