



**CASSOPOLIS MAIN STREET**  
**Façade Grant Program Application**

**APPLICANT CONTACT INFORMATION**

*Please Print*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address \_\_\_\_\_



**SITE (BUILDING) OWNERSHIP INFORMATION**

Business Name \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Are you the building owner?  Yes  No

If you are not the building owner, please provide the following information:

Building Owner's Name: \_\_\_\_\_

Building Owner's Address: \_\_\_\_\_

Building Owner's E-mail Address: \_\_\_\_\_

Building Owners Phone (daytime): \_\_\_\_\_



**BUSINESS INFORMATION**

How long have you operated at this location? \_\_\_\_\_

Have you ever received a façade grant from Cassopolis Main Street?  Yes  No



If Yes, when? \_\_\_\_\_

Are you the sole business owner? Yes No                      Co-owners? Yes No

If yes, provide the names and contact information for all business co-owners:

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### PROJECT INFORMATION

Briefly describe the Scope of Work for the proposed project(s) that you are seeking funding for:

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Based on your project bids/cost estimates, how much was the lowest bid/cost estimate and what is the name of the contractor? \_\_\_\_\_

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The Cassopolis Main Street façade improvement grant program is a matching grant. Payment of funds under the program is paid on a reimbursement basis. The applicant is required to pay the total project cost up front, and request reimbursement for up to \$5,000 of eligible costs from Cassopolis Main Street *after* the project is complete. Do you agree to these terms?

Yes      No

he façade grant program requires the participant to schedule a free energy efficiency audit of their building conducted by Indiana Michigan (I&M) Power to determine the energy efficiency of the building and make recommendations to improve energy savings. Do you agree to have the energy efficiency audit conducted?

Yes              No



**APPLICANT'S CERTIFICATION**

The Applicant certifies that all information in this application and all information furnished in support of this application, given for obtaining a façade grant under the **Cassopolis Main Street Façade Program** are true and complete to the best of the Applicant's knowledge and belief. I have read and understand the procedures and agree to follow the Façade Improvements Grant Process. I am submitting documentation as required. ***Applications submitted without required documentation will not be processed.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING OWNER'S CERTIFICATION**

I, as the owner of the building located at \_\_\_\_\_ understand and agree to the submission of this application to the **Cassopolis Main Street Façade Improvement Program**. I also agree to the proposed project as detailed in this application. I further understand that if this application is approved, the applicant will be required to enter into a grant agreement with **Cassopolis Main Street Façade Improvement Program** and that I, as the building owner, will also be required to sign the grant agreement.

Signature of Building Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**MAIL OR HAND DELIVER THIS APPLICATION WITH ATTACHMENTS TO:**

**Cassopolis Main Street**  
Attn: Façade Improvement Program  
**121 N. Disbrow**  
**Cassopolis, MI 49031**



## REQUIRED APPLICATION ATTACHMENTS

The following required documents must be submitted as attachments to the **Cassopolis Main Street Façade Improvements Grant Program** application:

1. A completed application form.
2. Renderings of the proposed work.
  - Building Façade Work: A rendering of the proposed work must be submitted. The rendering must be neat, detailed and scaled, including window locations, door locations, any existing and/or proposed signs or awnings.
  - Building Signs: Where a new building sign is proposed, a scaled rendering/elevation accurately depicting all existing and proposed wall signs must be submitted.
  - Freestanding Signs: Where a new freestanding sign is proposed, a formal site plan must be submitted. The plan must be drawn with a straight edge and to a standard engineering scale. The site plan must include the following information:
    - Lot lines
    - North arrow
    - Streets labeled
    - Driveway location(s)
    - Existing structures
    - All known easements
    - Natural features (lakes, creeks, floodplain, or wetlands)
    - Proposed location of freestanding sign(s), with setbacks from property lines
  - If the project cost exceeds \$10,000.00, renderings and site plans must be completed by an architect licensed in the state of Michigan.
3. A written description of the project plans must be submitted including any information that will assist in understanding the scope of the project, including:
  - Building materials
  - Colors (paint chips, brick/stone color, etc.)
  - Exterior lighting
  - Window and door types
  - Architectural detailing
  - Sign specifications
  - Awnings
  - General renovation details
4. For projects up to \$5,000, provide **two (2)** recent price quotes ("recent" =dated within past 45 days). For projects over \$5,000, provide **three (3)** recent price quotes or bids for the proposed project. **Cassopolis Main Street** is not responsible for any costs incurred in obtaining the quote.
5. Proof that Property Taxes are current.
6. Proof of business ownership or tenancy.
7. The funding source and amount of additional funding that this grant will leverage, if any.