



MAIN STREET GRANT APPLICATION 2020/2021

Effective Oct 1 -Sept 30

Section 1: Required Business Information

Applicant Name _____ Date _____

Business Name _____

Business Mailing Address _____

Contact Phone _____ Email _____

Business Type _____ Sales Tax: Y or N Business Open Date _____

Tax ID # _____ Number of Employees: FT ____ PT ____ Total _____

Section 2: Required Building Information

Physical Building Address _____ Year Building Built _____

Building Owner Name _____

Building Owner Address _____

Building Owner Phone _____ Building Owner Email _____

Section 3: Required Grant Request Information

Check Type of Grant applied for - fill out an application for each grant request

Façade Improvement Grant (max \$10K) _____ Signage Grant(max \$500) _____

Interior Improvement Grant (max \$15K) _____ Rear Façade Grant (max \$10K) _____

Paint ONLY Grant (max \$2K) _____ (cannot apply for paint and front or rear grants at same time)

Section 3: Required Recap of work to be completed for Grant- use additional page if needed

Contractor Name _____ Contractors Tax ID#(required) _____

Contractor Address _____

Total Project Estimate 1\$ _____ Estimate 2\$ _____

Construction Bids and Estimates must be submitted prior to approval and bids must be itemized in a manner that allows the Board to determine the bid components and authenticity of the bid.

Section 4: Required

Expected Start Date _____ Expected Completion Date _____ Expected Open Date _____



CHECK LIST FOR MAIN STREET GRANT APPLICATION 2020/2021

Completed applications including all required documentation will be submitted to the Main Street Board.

- Application filled in completely and signed
- Two (2) Itemized Estimates less than 42 days old
 - On contractor company letterhead including name, phone number, address and tax ID
 - Details of work to be performed. Check Main Street Reimbursement Grant for qualifying work descriptions
- Pictures of current condition of work listed on application - must be before any work has begun
- Design rendering of future condition of work to be performed
- Pictures with descriptions of all materials to be used: paint color, wood, brick type, mortar etc.
- Understand all due date requirements or entire grant could be forfeited
- *New business - letter of intent, signed performance agreement, business plan
- *If not building owner
 - o Copy of lease if not building owner
 - o Application signed by building owner and Notarized

CHECK LIST FOR REQUEST OF REIMBURSEMENT

- Entire project submitted in application completed prior to start and final due date
- Complete documentation including the following are required:
 - Written request for payout from applicant
 - Detailed picture of all completed work included in estimate as part of grant application
 - Must include verifiable proof of payment in full to all contractors - canceled check or CC receipt, copy of money order are considered acceptable. Marked PAID in CASH or payment to self or representative of your business in any way will not be accepted
 - Must provide copy of all required permits and inspections marked passing and dated
- All grant requirements met including but not limited to:
 - Required start date of project met
 - Required completion date of entire project met
 - Letter of intent and performance agreement met
 - Any requests for changes to approved work or due dates must be submitted to the Board in writing for their consideration at least 5 days PRIOR to the change being completed or the due date. Must provide a viable reason for the request. Consideration for any actions is up to the Main Street Board's sole discretion

Please return to Pittsburg City Hall, 200 Rusk Street or email nbaum@pittsburgtx.net . **Application approval by the Main Street Board is required prior to any work completed or permanent signage installed** . Grants awarded as budgeted funds are available following State Economic Development Corporations rules. The Main Street Reimbursement Grant supports planned economic development and historic preservation of the Main Street District. Preserving or restoring the buildings using as many of the original materials and elements are required. Extra care needs to be taken when choosing a contractor. By signing, the applicant and building owner understand and agree to the terms and requirements.

Applicant's Signature _____ **Date** _____

Building Owner's Signature _____ **Date** _____

***Notary Signature** _____ **Date** _____
Notary Stamp

Question contact Pittsburg Main Street (903)856-3621 200 Rusk St Pittsburg TX 75686