

Dear Grant Applicant,

Thank you for your interest in the Revamp Crossett Grant Program. We are excited to be involved in helping you improve your business property. Included in your application packet, you will find the Grant Guidelines, which spell out the basics of the application process, and a copy of the application form, including the budget form. Please review the entire packet and contact me with any questions you may have. I will be happy to answer your questions at any point during your application process.

Once your application is prepared, return (by mail, email or hand delivery the original, completed application, including all necessary attachments and signatures, to:
Crossett Economic Development Foundation
125 Main Street
Crossett, AR 71635
Faxed applications cannot be accepted.

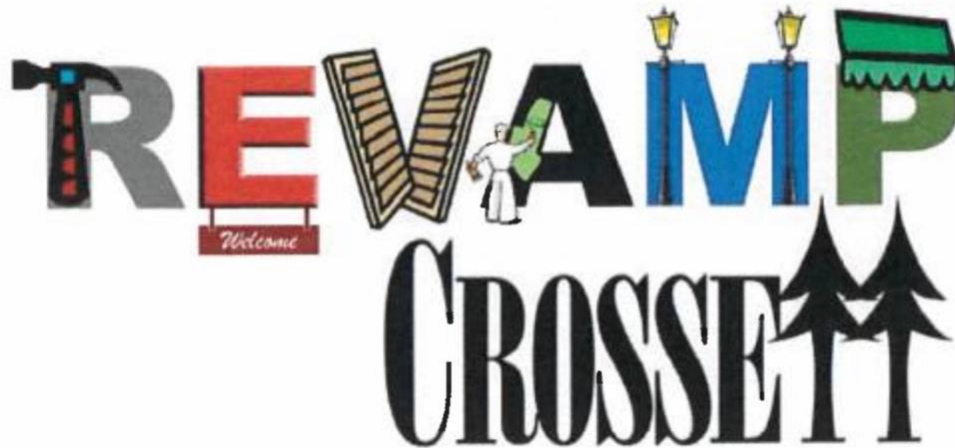
Just a reminder, all applications will be reviewed at the next Crossett Economic Development Foundation Board meeting, and the applicant will receive notification of award, in writing, by the 10th of the following month.

We look forward to learning your ideas for the improvement and beautification of Crossett's business district.

Sincerely,

A handwritten signature in black ink that reads "Hali McNeice". The signature is written in a cursive style and is placed on a light yellow rectangular background.

Hali McNeice



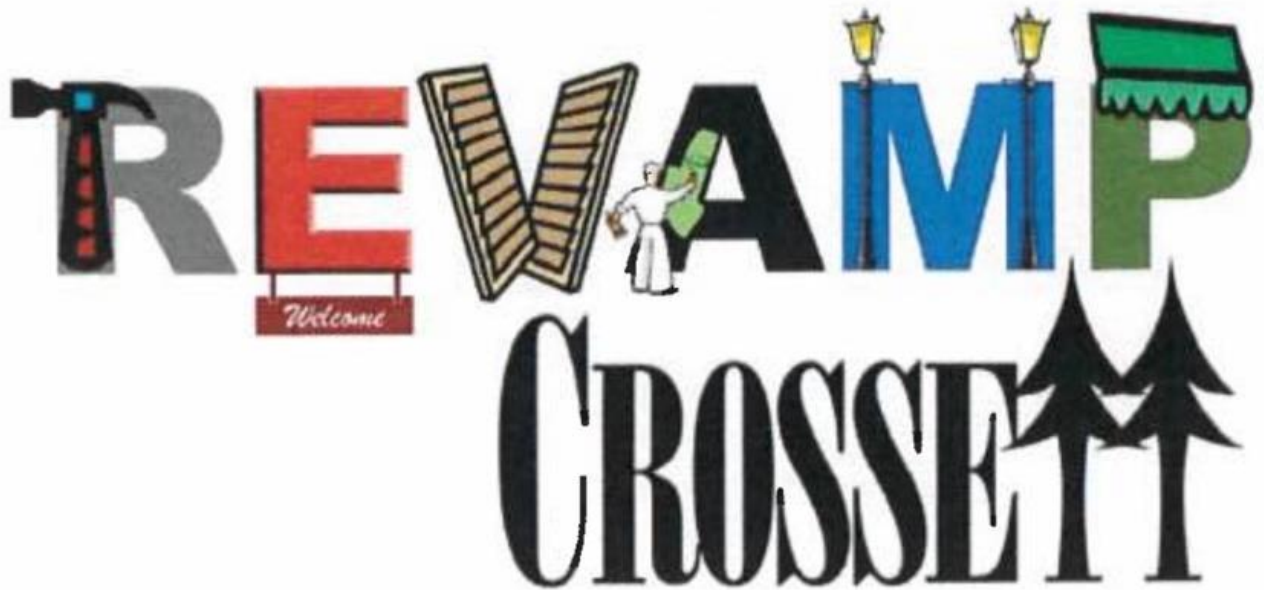
Grant Guidelines:

1. The Revamp Crossett Grant is a 50% matching grant to assist businesses in Crossett with costs associated with renovating their commercial or retail property. All public entities will be excluded.
2. The Crossett Economic Development Foundation (CEDF) will match half of a business tenant or business owner's investment with a maximum grant from the CEDF of \$2,500.
3. Buildings must be currently occupied by an active business and locations within the city limits of Crossett.
4. Only exterior renovation projects can qualify for this grant. Projects that qualify include removal of deterioration; exterior cleaning; repainting; repair/replacement of exterior doors or windows; installation of canvas awnings; landscaping; sidewalks; paving parking areas; replacing old pavement or concrete with green spaces; exterior lighting; Other exterior projects can be approved on a case-by-case basis.
5. All projects must be approved by the appointed grant committee before construction begins based on the most complete information available. Approvals must include all paint and awning colors. Any changes during construction must be submitted in writing to the review committee for approval before work begins.
6. All renovations must meet all applicable codes and a permit form or approval letter from the City Building Official must be included with the application. Failure to comply with this requirement will result in an automatic denial of your grant award.
7. No interior renovation costs can be applied toward the applicant's matching expenditures.
8. In-kind labor or materials do not count toward applicant's matching portion. Only paid labor, materials, supplies, or rented equipment can be counted toward the matching 50%.
9. Applications must include a detailed description of the work to be done and a price estimate for the work. Any work begun before the approval of an application will not be funded.

10. Revamp Crossett grants cannot be used to re-do work previously paid for with Revamp Crossett grant funds.
11. The grant amount will be reimbursed to the applicant when the work is complete, paid invoices have been submitted to the grant committee, and the work has been inspected by the grant committee and determined to be within the parameters of the application.
12. All projects must be completed within 3 months of the approval of the application or grant funds will be put back into the grant pool. A One-time extension of 30 days can be requested in writing and must include documentation as to the reason for the request. Any additional extensions needed for reasons beyond the applicant's control may be given at the discretion of the CEDF board of directors.
13. Applicants can only receive one grant per calendar year. First time applicants will be given preference over applicants that have already received grants in previous years if selection criteria are needed.
14. If an applicant is awarded a grant but is unable to fulfill the requirements within the allotted time, the grant funds will not be funded. That applicant cannot receive funding again during the current calendar year but may apply the following calendar year.
15. Grant applications will be awarded on a first qualified application – first awarded basis until the allocated money for the calendar year has been obligated.
16. Applications will be reviewed at the next CEDF Board of Director's meeting after received. Applicants will receive notice of award in writing by the 10th day of the following month.
17. Final approval of all grant applications lies with the Crossett Economic Development board of directors. The CEDF Board of Directors reserves the right to refuse funding of any application at their discretion.
18. The Crossett Economic Development Foundation will accept applications beginning in January of each year and will fund projects until all funds allocated for that calendar year have been committed.

I have read and completely understand that I must comply with all the above conditions and the conditions mentioned in the grant application to qualify to receive reimbursement of 50% of the project cost, up to \$2,500, at the end of my project.

Applicant signature: _____ Date: _____



SECTION I

Name of applicant _____

Name of business _____

Address of business. _____

Phone # _____ Fax # _____

Email address (required) _____

The applicant is ___ property owner ___ business owner ___ other
If other, please specify _____

Do you lease/rent? ___ yes ___ no
If yes, when does your lease expire? _____

Length of time doing business at your current location _____

Building owner (if different from applicant) _____

Amount Requested from Revamp Crossett Grant \$ _____

SECTION II

The following are required with your application. Please check that you have included them.

___ two color photos showing the existing building and/or property conditions

___ any sketches of the proposed project such as measured plans, site plans, etc.

___ paint color samples if paint is part of the project.

___ awning colors and materials if part of the project.

___ completed project form (attached)

___ a one-to-three-page description of the project (please attach).

___ copy of signed permit or permit exemption letter from the city building inspector.

SECTION III

Please check which improvement(s) you will make under this grant.

___ Removal of old materials (Please specify what will be removed)

___ safe cleaning of brick or stone exteriors

___ repainting

___ repair/replacement of exterior doors or windows

___ installation of canvas awnings

___ repainting of brick facades

___ historic reconstruction

___ landscaping

___ sidewalks

___ paving of parking areas

___ removing old concrete foundations

___ replacing concrete or asphalt with green spaces

___ other (specify) _____

SECTION IV

How much do you estimate the total project will cost? \$ _____

How long do you estimate it will be until you start the project? _____

How long do you estimate it will be until you complete the project? _____

I understand that CEDF must pre-approve changes made during construction. ___yes ___no

SECTION V

Applicant signature _____ Date _____

Building owner signature _____
(If different from applicant)

Email us a copy of your completed application along with all attachments to:
Hali.mcneice@cityofcrossett.net

OR

Turn in a hard copy at:
Crossett Economic Development Foundation
125 Main Street
Crossett, AR 71635

If you have any questions about the grant application process, please contact Hali McNeice by email at hali.mcneice@cityofcrossett.net or call (870) 364-8745.