



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 take a look at these 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 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 or emailed 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 improvement and beautification of Crossett's business district.

Sincerely,

A handwritten signature in black ink that reads "Cherub Alford".

Cherub Alford



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 a building owner's investment with a maximum grant amount from the CEDF of \$2,500.
3. Buildings must be currently occupied by an active business and located 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; re-painting; 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 refusal 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 price estimates 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 only 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 Directors 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 Foundation 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 of the above conditions and the conditions mentioned in the grant application to qualify to receive a reimbursement of 50% of the project cost (up to \$2,500) at the end of my project.

Applicant Signature _____ Date _____



Grant Application

SECTION I

Name of Applicant _____

Name of Business _____

Address of Business _____

Phone # _____ Fax # _____

Email (required) _____

The Applicant is _____ Property Owner _____ Business Owner _____ Other (specify)

Do you lease/rent? () Yes () No If yes, when does your lease expire? _____

Length of time doing business at your present address? _____

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 painting 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 City Building Inspector.

SECTION III

Please check which improvements 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 space
- _____ Install, repair or replace exterior lighting
- _____ 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 project design characteristics? () Yes () No

I understand that CEDF must pre-approve changes made during construction? () Yes () No

SECTION V

Applicant Signature _____ Date _____

Building Owner Signature _____ Date _____
(If different from applicant)

Return the original, completed application, along with all necessary attachments, to

Crossett Economic Development Foundation

125 Main Street

Crossett, AR 71635

No fax or email applications will be accepted.

If you have any questions about the grant application process, please contact Cherub Alford, Crossett Economic Development Foundation, (870) 364-8745.

Project Budget

Applicant Name _____

Applicant Address _____

List of Eligible Project Expenses (include materials, supplies, paid labor and rented equipment)

VENDOR	EXPENSE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expected Project Invoices _____

Property Owner's Amount (Minimum of 50%) _____

CEDF's Amount (Maximum of 50% or \$2,500 whichever is less) _____