

# APPLICATION PROCESS

## STEP 1

Contact Felicia Perry or John Bueche at West Broadway Business & Area Coalition: [feliciaperry@westbroadway.org](mailto:feliciaperry@westbroadway.org) or [john@westbroadway.org](mailto:john@westbroadway.org), 612-353-5178 to state your proposal and request an application.

## STEP 2

Fill out the application and submit to the West Broadway Coalition:

- email to [felicia@westbroadway.org](mailto:felicia@westbroadway.org)
- mail to Felicia Perry  
1011 West Broadway,  
Suite 202  
Minneapolis, MN 55411

## Fine Print

### APPLICATION:

If the total cost of the project is more than \$1,000, you must submit two bids based on the same scope of work. The grant will be based on the lower bid. You may choose to go with higher bid, but the grant will match according to the lower bid.

### DESIGN ASSISTANCE

Limited design assistance is available on a first come first serve basis. Email [felicia@westbroadway.org](mailto:felicia@westbroadway.org), or call 612-353-5178 if you are in need of design assistance.

### PROJECT COMPLETION

Projects must be completed within 9 months of grant approval.

### CHECKLIST FOR REIMBURSEMENT:

- Before and after photographs highlighting the project from the same vantage point
- Final invoice from contractor showing total project cost
- Proof of payment/Lien waver signed by contractor stating that the contractor has been paid in full for total project cost, are satisfied with the compensation for the work, and waive their right to place any liens on the property for work completed.
- IF the work requires a city permit, you must send a copy of the permit signed off by the responsible City Inspector.



WINDOWS | AWNINGS | SIGNAGE | TUCKPOINTING | SCULPTURE | MURALS | LIGHTING | MASONRY | METAL | WOODWORK

