

Date: _____

Grant Applicant Name: _____

Email Address: _____ Phone Number: _____

Address of Property to be Improved: _____, Minneapolis, MN _____

Property Owner Name:* _____ Phone Number: _____

**If the Grant Applicant is NOT the property owner, then the owner must sign page 3 to approve the proposed improvements.*

STEP 1 - Describe work/project(s) to be completed on an attached sheet

On a separate page, describe the work/improvements you are planning. Include drawings and **before photographs** to assist in the review and understanding of the project.

STEP 2 - Submit two (2) written bids for all work/project(s)

- ✓ If the total project cost is more than \$1,000, get two (2) written bids for all the work. Be sure that both bids are based on the same scope of work. For example, if your first bid is for tuckpointing, window replacement, and flashing, then the second bid must also be for tuckpointing, window replacement, and flashing. If a grant is approved, it will be based on the lower bid.
- ✓ If the total project cost is \$1,000 or less or you are doing a mural, you only need one bid.
- ✓ Verify that contractors are licensed, bonded, and insured. If you have questions about licensing, call the City of Minneapolis at 311.
- ✓ If qualified to do so, you may perform the work, but grant funds cannot be used to compensate you for the purchase or rental of tools and equipment or for your labor or the labor of family, friends, employees, or others with a financial interest in the business or property. Grant funds can be used to pay for materials.
- ✓ Applicants are encouraged to solicit estimates from women and minority contractors.
- ✓ Summarize the bids in the box below.
- ✓ **Grant amounts are based on the lower bid; however, you are free to accept the higher bid.**

	Brief Work Description	Contractor	Bid	Bonded & Insured?
1.		1 st	\$	Yes / No
		2 nd	\$	Yes / No
2.		1 st	\$	Yes / No
		2 nd	\$	Yes / No

STEP 3 – Select contractor and estimate work dates

Contractor selected: _____

Approximate date work will begin: _____ Approximate date work will be complete: _____

STEP 4 – Review terms and conditions

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant's compliance with (1) the Great Streets Façade Improvement Program *Business Guidelines*, (2) the Great Streets *Façade Design Guide*, (3) this Agreement, and (4) available funding. Final determination of eligibility rests with the City of Minneapolis.

1. The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner's written authorization to cause the repairs or improvements to be made. **The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.**
2. Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.
3. Any contractor(s) who performs work at the Property must meet City of Minneapolis licensing, building permit, and building code requirements.
4. If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Minneapolis zoning code, building permit, and building/housing code requirements and (2) grant funds can **only** be used to compensate for materials, **not** for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
5. All improvements must be completed and reimbursement request documents provided to Program Administrator **within nine (9) months** of the Grant Approval Date. The Grant Applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
6. The Grant funds will be disbursed to the contractor(s) and/or Grant Applicant by Program Administrator based upon the receipt and review of **items a thorough e** below. The Grantee must submit the following items to Program Administrator upon completion of the work. **If more than one contractor** is used, there must be complete sets of the items listed below for each contract/contractor:
 - a. **Before and After Photographs** highlighting the improvement project from the same vantage point.
 - b. **Completion Certificate** (provided by Program Administrator) filled in and signed by the Grant Applicant and contractor.
 - c. **Proof of final inspection** by the City of Minneapolis for work requiring a city permit (send a copy of the permit signed off by the responsible City Inspector), for work **NOT** requiring a city permit, call Program Administrator (phone) to notify them work is complete.
 - d. **Final invoice** from the contractor showing the total project cost.
 - e. **Proof of payment** paid to contractor in **one of the following two forms**. You should be totally satisfied with the work before paying.
 - i. A **lien waiver** is a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are

STEP 6 - Deliver the application to: West Broadway Business and Area Coalition

1011 West Broadway Avenue, Suite 202

Minneapolis, MN 55411

felicia@westbroadway.org

cc john@westbroadway.org

612.353.5178

**TO BE COMPLETED BY THE
ADMINISTERING ORGANIZATION**

Date Application Received: _____

Grant Amount: \$ _____ (herein referred to as "Grant")

Private Match: \$ _____ (herein referred to as "Matching Funds")

Total Project Cost: \$ _____ (Grant plus Matching Funds)

Grant Approval Date: _____

PROGRAM ADMINISTRATOR

By Felicia Perry
Business Resources Coordinator