

Love Local Storefronts Grant application

Applicant information

Date: _____

Business name: _____

Type of business: _____

Property address: _____

Grant applicant name: _____

Title (owner/manager): _____

Business phone: _____ Home phone: _____

Email: _____

Property owner name (if different than applicant): _____

Address: _____

Phone: _____

Lease agreement expiration date (if applicant is leasing): _____

**If the applicant is NOT the property owner, the owner must sign on page 3 to approve the proposed improvements and include a notarized letter of permission. If applicant is leasing the building, indicate expiration date of current lease.*

The property must be up-to-date on all property taxes and assessments.

Grant request

Grant request amount: \$ _____

Application requirements

- ☐ Review program terms and conditions
- ☐ Completed application form and signature(s)
- ☐ Property owner letter (if applicable)
- ☐ Description of proposed project
- ☐ Photo of current façade
- ☐ Bid estimates

Description of proposed improvements

Attach a brief description of your proposed project, detailing the improvements you would like to make, impact of the proposed improvements to the aesthetics of the business area, total cost and timeline for completion (use separate sheets if necessary).

Submit two written bids/estimates/quotes for the project cost

- If two bids cannot be supplied, provide evidence of that multiple bids were sought.
- Verify contractors are licensed, bonded and insured. If you have questions about licensing, call the inspections department at 952.924.2502.
- Grant amounts are based on the lower bid; however, you are free to accept the higher bid.

Contractor and anticipated work dates

Contractor name: _____

Approximate start date: _____ Approximate completion date: _____

Review terms

The grant applicant will receive a grant in the amount specified below pending grant applicant's compliance with (1) the design standards, (2) this agreement and grant program guidelines and (3) available funding. Final determination of eligibility rests with the City of St. Louis Park.

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 and as stated in this application.
3. Any contractor(s) who performs work at the property must meet City of St. Louis Park 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 St. Louis Park zoning code, building permit and building 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 the program administrator within nine 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. Grant funds will be disbursed to the grant applicant by the program administrator based upon the receipt and review of the items below. The grantee must submit the following items to the program administrator upon completion of the work. If more than one contractor is used, the items listed below must be provided for each contractor:
 - a. **Proof of final inspection** by the City of St. Louis Park for work requiring a city permit (send a copy of the permit signed by the building inspector). For work NOT requiring a city permit, call the program administrator at 952.924.2523 to notify them work is complete.
 - b. **Final invoice** from the contractor showing the total project cost.

I hereby affirm that all information above is true and accurate to the best of my knowledge. I have read and agree to the Love Local Storefronts Grant program.

Applicant signature: _____ Date: _____

Owner signature: _____ Date: _____

Application submittal

Submit application and attachments to program administrator by email to:

Jase Pater
 City of St. Louis Park
 5005 Minnetonka Blvd.
 St. Louis Park, MN 55416
jpater@stlouisparkmn.gov

Internal use only – To be completed by the program administrator

Date application received: _____

Grant amount: _____

Private match: _____

Total project cost: _____

Grant approval date: _____

Project completion date: _____

Program administrator signature: _____

Jase Pater, program administrator