



Central Business District Building Improvement Grant APPLICATION FORM

Please complete the contact information page, grant application, and sign the funding agreement.

CONTACT INFORMATION

Applicant/s name:	
Contact person(s)	
Postal address	
Email address:	
Telephone no.:	
Project Physical Address:	
Project title:	
Total projected cost:	\$
Amount sought:	\$

GRANT APPLICATION

Please address each of the following criteria in your application

1. Objective/purpose of the grant:

2. Describe how grant funds will be used:

3. Describe how the project will meet the goals of the grant program and benefit the Myrtle Creek Central Business District:

4. Timeframe: Please provide a timeframe/timeline and milestones for your project – be realistic and demonstrate how you intend to achieve the objectives within the timeframe.

5. Financial costs: all applications must demonstrate the very best value for money. Please ensure you justify the need for all aspects of your proposal. Provide an itemized budget including any other funding sources and any quotes you have received to support your budget.

FUNDING AGREEMENT

1. Acknowledgement of Urban Renewal District provision of funding on any publicity to do with the research/project, including your organization's website.
 2. Permission Myrtle Creek Urban Renewal District to promote the project, via our own website, social networks, and other means appropriate.
 4. An interim report outlining progress and outcomes of the project to date and any revised time schedules as appropriate.
 5. At least 2 weeks advance notice of any publication or publicity relating to the project.
 6. Within 6 weeks of completion a brief report summarizing the activities funded by the Myrtle Creek Urban Renewal District.
 8. I also acknowledge that should the application for funding be successful, the Myrtle Creek Urban Renewal District reserve the right to withhold up to 20% of the funding requested until such time as they are satisfied that the conditions above have been adhered to.
 9. Where practical, all building shall be restored to their original period design.
 10. All storefronts shall be designed, constructed, and maintained to compliment the architectural features of the building. All accessories, signs and awnings shall likewise harmonize with the overall character of the building.
 11. Existing and proposed land use and structures must be in conformance with applicable Myrtle Creek Municipal Code, Land Use and Development Ordinance, and other planning requirements at the local, state, and national level.
 12. To qualify for grant funds, an application and appropriate plans must be submitted to the Community Development Department at City Hall.
 13. All alterations/improvements made to buildings and properties shall be made pursuant to required building permits and constructed in accordance with all applicable zoning requirements and planning approvals.
 14. No work for which a grant is sought may begin until all necessary approvals have been obtained by the Grantee.
 15. Construction of all proposed improvements must be completed by May 31, 2023. If work is not completed within that time, the grant reimbursement will not be paid.
 16. All work must be performed by a contractor licensed in the State of Oregon and who has a valid business license with the City of Myrtle Creek
 - i. Projects items costing less than \$10,000 require submittal of at least two competitive contractor quotes
 - ii. Projects items costing \$10,000 or more require submittal of at least three competitive contractor quotes
 17. Building must be occupied with an operating business for a minimum of two year from the date of project completion. If the business remains open for two years, the grant will be free and clear. The repayment of the grant or a lien will be placed on the building based on the following repayment/lien schedule for the period the business remains open:
 - 100% repayment if business does not open or closes withing 6 months
 - 75%% repayment if business closes within 6 months to one year
 - 50% repayment if business closes within one year to one year six months
 - 25% repayment if business closes within 1 year six months to two years
 - No repayment required if business closes after two years.
 18. If business is sold but remains open, grantee may elect to repay the remaining portion of the grant owed based on the schedule above or the new owner may sign an agreement to assume the remaining obligation.
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Acknowledgement:

In accordance with the requirement that all funds provided by the Myrtle Creek Urban Renewal District are expended on activities which further its objectives, I agree that as a condition of accepting grant funding, I will comply with and provide all items required in the Funding Agreement.

Certified by:

NAME (print)

SIGNATURE

Date
