



## **2018 Awning Grant**

### **Purpose:**

The Old Town Cape, Inc. Awning Grant was created for the purpose of improving the appearance and curb appeal of commercial buildings in Downtown Cape Girardeau, to stimulate economic performance for downtown businesses, attract new investment, and inspire community pride. Awnings enhance the historic character of the area, provide sun protection for display windows, shelter pedestrians, and add interest and color to storefronts. Old Town Cape, Inc. is offering matching funds of up to \$1,500.00 for awning replacements to assist with this goal.

### **Available Funds for Awning Replacement:**

A limited amount of funds are available through Old Town Cape, Inc. to help replace awnings for the betterment of downtown. The funds are paid as a matching grant for project materials and installation costs and are based on the limited availability of funds.

**Dollar for dollar matching funds for material and labor are available up to \$1,500.**

Because of the limited amount of financial assistance available, Old Town Cape, Inc. reserves the right to prioritize the applications on the basis of the project's location, the impact the proposed improvements will have on the building and the district, and the level of financial participation by the grantee. In addition, priority may be given to existing awning frames in good condition needing new covering.

### **Who's Eligible?**

Any property owner of a building, or tenant, with owner's written consent, located within the Old Town Cape, Inc. district boundaries of the City of Cape Girardeau may apply for an Old Town Cape, Inc. awning grant subject to the following requirements:

- Only one approved application per business/merchant is eligible. If you are a property owner, only one approved application per tenant space/property is eligible. Multiple applications for the same project are ineligible.
- Only awnings purchased after approval from the Awning Grant Review Committee will be eligible.
- The grant covers street facing awnings only.
- All required permits and approvals must have been obtained from the city. This may include Awning Permit Application, Central Business District Approval, Building Permit, and/or a License and Indemnity Agreement.

- The property cannot be condemned, in receivership, or in litigation.
- Projects must be completed within twelve (12) months of approval by the Awning Grant Review Committee. The committee may grant an extension of up to six (6) months by written request, as long it is prior to the expiration of the initial twelve (12) months.
- The additional cost of a logo or text applied to an awning will be at the applicant's expense, and should not be included in the total cost of the project.

### **Application Deadline:**

- Completed applications should be submitted no later than **5pm, Friday, September 28<sup>th</sup>, 2018.**

### **Application Process:**

- Submit a formal application to Old Town Cape, Inc. Awning Grant Program, 338 Broadway St., Ste. 401, Cape Girardeau, MO 63701 or electronically to sarahlaventure@oldtowncape.org. If you have any questions about the application process, please contact Sarah LaVenture, Old Town Cape Special Projects Coordinator, at 573-334-8085.

### **Review Process:**

- The Awning Grant Review Committee will review the application to ensure consistency with the program guidelines.
- The Awning Grant Review Committee will make a formal decision within (30) days of the application deadline.
- The Awning Grant Review Committee will notify the applicant(s) of all grant awards. Any conditions for the grant will be contained in the award letter.

### **Grant Award and Reimbursement:**

- Work may begin after notification letter has been issued.
- Awning grant projects shall be completed within 12 months of the signed grant award.
- Any changes to the scope of work, subsequent to the approval of the grant and prior to the reimbursement of the grant, must be reviewed and approved by the Awning Grant Review Committee in writing. Any changes made without prior approval may disqualify applicant from grant reimbursement.
- Prior to processing grant reimbursement, a representative of the committee will perform a site visit and review of the completed project for completeness and quality of work.
- All receipts must be submitted simultaneously to receive grant reimbursement. The reimbursement process will be accelerated by clear and complete documentation.
- Grant reimbursement to the applicant will be made within thirty (30) days following site visit and the processing of all required documentation.

**Items Needed from Applicant for Reimbursement at End of Project:**

- Contractor's final itemized invoice (to include description of work performed and materials used)
- Proof of payment to contractor (copy of check, bank statement, etc.)
- Photographs of completed project

**Reduction of the grant is possible if the project completion varies substantially from the proposal, if the match is not reached, or if the project costs are less than proposed costs.**



**Application Deadline: 5pm, Friday, September 28<sup>th</sup>, 2018**  
**Please submit this application and applicable documentation to:**

**Sarah LaVenture, Old Town Cape**  
**338 Broadway St., Ste. 401**  
**Cape Girardeau, MO 63701 (573) 334-8085 sarahlaventure@oldtowncape.org**

Applicant Name: \_\_\_\_\_

Circle:      Business Owner      Property Owner      Both

Property Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief description of Scope of Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ (excluding additional cost of logo or text)

Target Dates:  
Start of project: \_\_\_\_\_

Project completion: \_\_\_\_\_

**Please attach the following to application:**

- Copy of approved required City permits
- Copy of proposed design and estimated costs
- Current photograph of the building to be altered
- Owner's written consent (if applicable)

**For reimbursement after installation of awning, please submit the following:**

- Contractor's final itemized invoice
- Proof of payment to contractor (copy of invoices and receipts marked paid in full, copy of check, bank statements, etc.)
- Photograph of awning (after installation)

All reimbursements will be issued directly to the applicant named on application.

<p><b>To be completed by Old Town Cape Awning Grant Review Committee:</b></p> <p><b>Date Received:</b> _____</p> <p><b>Date Reviewed:</b> _____</p> <p><b>Action of Awning Grant Review Committee:</b></p> <p style="text-align: center;"><b>Approved</b>                      <b>Denied</b></p> <p><b>Committee Chairman:</b> _____</p> <p><b>Grant Amount Awarded:\$</b> _____</p>
--

Approved (Conditions of grant if applicable):

---

---

---

---

---

---

---

---

Denied (Reasons):

---

---

---

---

*SAMPLE LETTER OF PERMISSION*  
Awning Grant Tenant/Merchant Application  
(Property Owner Must Sign This Letter)

Date:

Old Town Cape, Inc.  
338 Broadway St., Suite 401  
Cape Girardeau, MO 63701

RE: Old Town Cape Awning Grant Application for  
Property Address: \_\_\_\_\_

Attention: Sarah LaVenture, Special Projects Coordinator

I hereby grant my permission to \_\_\_\_\_(applicant name) to submit an application under the Old Town Cape Awning Grant. I certify that I have received a copy of the application for funding from the applicant and am fully aware of what is being proposed. I also certify that I am the legal owner of record and that I have the authority to grant this permission to \_\_\_\_\_ (applicant name).

Sincerely,

Typed Name  
Address  
Daytime phone number  
Email address.