



PROJECT # _____

DATE: _____

MATCHING AWNING AND SIGNAGE REIMBURSEMENT GRANT PROGRAM APPLICATION

All applicants must complete the following form, and provide the required documentation, in order to be considered eligible for a matching Awning Replacement Reimbursement Grant from New Brunswick City Market. Please read the eligibility and program procedures sections prior to completing application. If you have any questions, please contact the City Market offices at 732-545-4849.

Name of Applicant/Company Name: _____

Address of Property to be Improved: _____ **Block** _____ **Lot #** _____

Mailing Address: _____

Daytime Phone: _____

Email: _____

Applicant is (check one)

_____ **Property owner**

_____ **Is Your SID Special Assessment Current?**

_____ **Business owner/tenant**

_____ **Is Your Business License Fee Paid in Full?**

_____ **Other (Please explain)** _____

Name(s) of retail establishment(s) at above address: _____

Do Not Write Below

Core Owner or Tenant & Non-Core Tenant – Request of an Awning / Signage Grant of

\$_____. (50% of costs for awnings up to a maximum of \$2,000.00 Matching Grant. Based on available funding.)

Applicant has: _____ **Submitted and obtained approval from the City (please attach permits or document)**
_____ **Obtained a determination that the proposed work does not require zoning signage permit.**
(include written notification or name of city representative _____)

My signature below indicates that I have read the Awning Grant Program details, and that I understand that all work must be carried out in accordance with these regulations. If any changes were made to the approved plans either before or during construction. I have contacted the New Brunswick City Market Management Company and did receive approval before any of the changes were started, otherwise I understand that any unapproved changes to the awning will deem this grant application null and void. Approval of the work that was done does not imply or guarantee that grants will be awarded. Grants are awarded for projects that significantly improve the look of the building with the New Brunswick Central Business District.

Signature of Property Owner: _____ **Date:** _____

Print Property Owner Name: _____

Signature of Applicant: _____ **Date:** _____

Print Applicant Name: _____

Please Return to: New Brunswick City Market, PO Box1101 * 109 Church Street, New Brunswick, NJ 08901

For Office Use Only

Date of Awning Application Received _____

Prop. Owner Permission _____

Date Grant Application Approved _____

Copies of All Permits _____

Date Reviewed By Committee _____

Copies of Invoices/chks _____

Date Approved by Board _____

Date Work Completed _____



New Brunswick City Market ***MATCHING AWNING AND SIGNAGE REIMBURSEMENT GRANT PROGRAM APPLICATION***

Required Attachments

The following items **MUST** be included in the application form:

1. Scale awning replacement plan including:
 - Two copies of proposed signage on the building drawn to scale
 - For Awning Replacement Program - Two copies of a detailed rendering of awning with color, style, type, size, material and verbiage. Also indicate if same or new hardware is being used.
 - PDF image or rendering detailing verbiage and its location on awning/sign
 - Written description detailing the work to be done.
2. Detailed cost estimate of your sign/awning (breakout design, permit fees, installation, tax, delivery, etc.)
3. Submit two (2) BID's (price quotes) from qualified contractors;
4. Title Report or Copy of Deed or Tax Bill (Property owners only)
5. Property Owner approval letter and;
6. Copy of lease indicating that at least three (3) to five (5) years are remaining on said lease. (Business owners only)
6. Copy of All the Zoning Permits and other applicable City applications/permits from:
Principle Planner Construction Engineering
7. Photographs of the existing condition of project
8. Photographs of the completed project

Eligible Areas

Eligible areas include the corridors designated within the downtown central business district known as the New Brunswick Special Improvement District.

Eligible Improvements

Eligible improvements under this program are limited to those that will be made to the exterior signage and awnings that impact the visual aesthetics of the property. Applications will not be accepted for matching reimbursement grant consideration for improvements that have been subject to a previous building permit or that have already been started or completed. Funding is available for only one grant source, Matching Awning Reimbursement or Façade Improvement Grant. Both Grant programs encourage improvements, these grant programs will not fund project that constitute routine maintenance. The application form must be applied for and received at the City Market office, prior to the improvement work and installation.

Eligibility: Business Owners

Grant funds for this program are only available for owners of businesses operating within the New Brunswick Special Improvement District (S.I.D.). All grant awards are subject to available funding. Business owners must submit a letter of approval from the commercial property owner with application and a copy of their lease exhibiting a minimum of three to five years remaining on the lease term.



New Brunswick City Market

MATCHING AWNING AND SIGNAGE REIMBURSEMENT GRANT PROGRAM APPLICATION

Eligibility: Property Owners

Grant funds for this program are only available to property owners of commercial buildings with first floor/street-level storefronts (applicant) facing a roadway located within the New Brunswick Special Improvement District (S.I.D.). All matching reimbursement grant awards are subject to available funding. Requests for multiple storefronts will be evaluated on a case-by-case basis. In order for application(s) to be considered, all real estate taxes on the subject properties must be current.

Grant Amounts

Matching grant reimbursement funds will be made on a first-come, first-served basis until budgeted funds are committed. Grants may be awarded for up to fifty percent of the total cost of a qualified awning replacement, with a maximum matched grant award from City Market at \$2,000 from the District Improvement Grant Program budget for the replacement of awnings. Based on available budget.

Grant funds will be disbursed only upon completion of the project and submission of all required documents.

New Brunswick City Market reserves the right to reject any application that is incomplete or does not meet the program requirements in the sole opinion of the City Market District Improvement Committee. Cannot be combined with the Façade Improvement Grant Program.

Application Process

Improvements must comply with all City building codes, permitting, and sign standards. Completed applications should be submitted to:

New Brunswick City Market
P.O. Box 1101
109 Church Street
New Brunswick, NJ 08901
732-545-4849 (phone)

Once complete, the grant application will be reviewed by the District Improvement Committee and shall be approved/disapproved for program participation within 30 days of receipt. All improvements must be completed within six months of approval of the application, unless a written extension is granted.

If more applications are received than funds are available, City Market will prioritize the applications based on the project's location, the impact the building has upon the District, and the level of financial participation by the property and/or business owner.

Design Review

Design review will be required of all applications, and will be conducted by the District Improvement Committee, coordinated by New Brunswick City Market. City Market seeks awning and signage designs, which comply with the city zoning guidelines.



New Brunswick City Market

MATCHING AWNING AND SIGNAGE REIMBURSEMENT GRANT PROGRAM APPLICATION

Grant Program Process

1. Property and business owner(s) make decision to rehabilitate and participate in program.
2. Property or business owners meet informally with City Market staff and/or member's of the District Improvement Committee to discuss intent of application.
3. Property or business owners submit completed application and all required documents to City Market and to the City of New Brunswick to determine required permits.
4. City Markets District Improvement Committee reviews application for design, evaluates cost estimates, and determines dollar amount of awning reimbursement grant, based on available budget. (pending any further requests). Copies of all City of New Brunswick permits are required, or notification that permits are pending from Engineering, Construction or Principle Planner.
5. City Market notifies applicant of design disapproval or approval and approved grant amount by letter. Applicant may then proceed with improvements (pending other financial assistance and zoning permits).
6. Once improvements are complete, applicant submits a project completion report, including proof of all paid expenses, copies of cancelled checks along with a written grant payment request to City Market.
7. City of New Brunswick Certificate of Completion
8. City Market schedules a site visit to inspect and view approved improvements.
9. City Market issues a check to applicant within three weeks after the District Improvement Committee reviews completion report and approves completed project. Meetings are held the first Friday of each month.

***For further information or assistance, please call
New Brunswick City Market at 732-545-4849.***



MATCHING AWNING/ SIGNAGE REPLACEMENT GRANT PROGRAM OVERVIEW

New Brunswick City Market has developed a matching Awning Replacement Reimbursement Grant Program with a cap of \$2,000 to offer technical and financial assistance to interested, qualified property and business owners in need of an awning replacement.

The program seeks to revitalize the City Market Special/Business Improvement District (S.I.D.) area by improving its physical appearance. City Market will not provide a matching Awning Reimbursement Grant for awnings that do not coordinate the important features of a storefront maintaining an attractive image and an appealing exterior structure in the Special/Business Improvement District.

Awning Replacement parameters:

- City Market will provide up to a fifty-percent matching reimbursement grant with a cap of \$2,000 from the District Improvement Program budget to replace awnings that are dilapidated, unattractive or otherwise do not meet City of New Brunswick signage awning standards;
- Selection and approval of participation in the program will be upon recommendation of the District Improvement Committee and approved by the Executive Committee;
- Selection and approval of participants will be on a priority basis with the intention of replacing awnings that violate the City Standards and awnings that are most in need of a replacement, such as, color schemes, deterioration, materials of awnings that are not compatible with the building exterior and the visual message;
- Replacement of awnings must comply with all guidelines set forth in the City of New Brunswick Municipal Code 17 Zoning and with all other applicable City codes, permits and regulations.
- Existing awning hardware is to be reused whenever possible.
- Awnings must be adequately maintained to ensure a useful life of five (5) years.
- Awning Replacement Grants apply only to street level replacements and are the main business entrance with frontage on a street within the S.I.D.
- Awning Replacement Grants are not available to qualified property owners or tenants in conjunction with a Facade Improvement Grant.
- Awnings receiving a grant must place signage within the business ('Awning sponsored in part by New Brunswick City Market (logo)).

Application Process

A meeting with the Executive Director and/or the District Improvement Committee followed by the filing of a completed application form is required for participation in the program. The application form along with two price quotes (or BID proposals) is required for the initial meeting. The architectural drawings, permits and additional information are not required for the initial meeting, but are required to be submitted PRIOR to Board review for final funding decision.



MATCHING AWNING REPLACEMENT GRANT PROGRAM **OVERVIEW**

Funds Availability

New Brunswick City Market has established funding for the Matching Awning Replacement Grant Program through the District Improvement Program budget. All grant awards are subject to available funding and cannot be combined with the Façade Improvement Reimbursement Grant Program.

If more applications are received than funds are available, City Market reserves the right to prioritize the applications on the basis of the project's location, the impact the proposed improvements have on the building and upon the district and the level of financial participation by the property and/or business owner. In addition, City Market reserves the right to reject any applications regardless of the availability of funds or compliance with the Special Improvement district and city zoning design/signage ordinance.

Prior to the release of any grant funds, the applicant must submit to New Brunswick City Market a project completion report, including copies of all bills, receipts and cancelled checks associated with the project. In addition, such report shall include evidence that such project for which the grant is awarded is 100% complete and fully paid.

Grants will be awarded on a reimbursement basis only after the applicant demonstrates full compliance with the grant award.