



**VILLAGE OF SOUTH ORANGE STOREFRONT IMPROVEMENT GRANT PROGRAM
2019 GRANT APPLICATION and LETTER OF AGREEMENT**

Date of application: _____

Applicant's Full Name: _____

Applicant's Business Title: _____

Name of Business: _____

Business Address: _____

Business Telephone: _____ Fax: _____

Email: _____

Date business opened in South Orange: _____

Landlord's Full Name (if other than Applicant): _____

Landlord's Address: _____

Landlord's Telephone: _____ Fax: _____

Email: _____

Please provide a brief description of the proposed improvement.

Please describe how or why the proposed improvement will positively affect the appearance of the business, the building in which it is located, and South Orange Village.

Please include the following items along with your application in order to be considered complete:

1. A picture (s) of the current condition of the property and/or building where the work is to be done.
2. Drawings of the proposed improvements.
3. A picture (if available) from another location of a similar design concept.
4. Signed letter of agreement (Attachment 1)

Completed Applications shall be filed with:

**Design Review Board Secretary
South Orange Municipal Offices
76 South Orange Avenue, Suite 302
South Orange, NJ 07079**

The following will be required after your initial consultation with the Design Review Board:

1. An estimate from at least one contractor for each of the components of the proposed project (signs, awnings, facades, lighting etc.)
2. At least one rendering of the work to be completed.

I hereby apply for financial assistance for a Storefront Improvement Grant as described above. I have read the "Village of South Orange Storefront Improvement Grant Program Guidelines" and I accept all conditions described therein.

Applicant's Signature: _____ Date: _____

Landlord's Acknowledgment: I am the Landlord of the above address, I have been informed of the Applicant's intention to perform the improvements described in the attached documentation, and I have no objection to the implementation of the project.

Landlord's Signature: _____ Date: _____

Signature: _____

Design Review Board Liaison

**VILLAGE OF SOUTH ORANGE STOREFRONT IMPROVEMENT GRANTS PROGRAM
2019 LETTER OF AGREEMENT (Attachment 1)**

Applicant's Full Name _____

I, the undersigned, understand and by signing I agree to the following:

- The South Orange Village Design Review Board (hereinafter DRB) will review my application and, if approved, may recommend to the Village of South Orange (hereinafter Village), to commit grant funds to cover 50% of the cost of my project up to a maximum amount of \$2,500.
- I understand that if, after such commitment, the contractor or supplier increases the cost of the project for any reason, the Village is not obligated to adjust the amount of its original commitment for grant funds awarded for my project.
- I will match at least the dollar amount of the grant funds awarded by the Village for the project.
- The Village will not consider my personal labor as a legitimate improvement cost for the purposes of this program.
- I am responsible for obtaining the proper permits or variances for my project, and that the costs associated with same are not eligible to be considered for matching grant.
- Prior to receiving any of the grant funds from the Village, the DRB will review my completed project to determine that the actual work performed was the work approved.
- The DRB must review and approve any changes or alterations proposed to my project, after the initial approval is given.
- The grant awarded is conditional to the approval of the project by the appropriate authorities of the Township of the Village of South Orange.
- If, after I am awarded a grant, I need to revise my project to meet the requirements imposed by the authorities of the Village, I shall report such revisions to the DRB; however, the DRB shall not withdraw my award on account of the resulting revisions.
- If, after I am awarded a grant, I need to revise my project to meet the requirements imposed by the authorities of the Village, and if such revisions increase the estimated costs of my project, the Village is not obligated to adjust the amount of its original commitment for grant funds for my project.
- I agree to hold the Village and the South Orange Village Center Alliance (SOVCA) harmless in the event that renovation proves to be unsatisfactory in the opinion of the applicant and/or the building owner, and from any and all claims made by others for damage to personal property or for personal injury.
- The Village may cancel the Storefront Improvement Grants program at any time before the announcement of awarding me a grant, with no obligation. However, the DRB guarantees that once a grant has been committed, and provided I meet all the requirements outlined in the "Program Guidelines," I will receive the awarded grant.

- I must complete my project in a timely manner and submit to the DRB, within three months of the Village's dated approval of permits, a 'Notification Letter' of the completion of the project along with a photograph(s) showing the completed project.
- Within thirty (30) days after receipt of my 'Notification Letter' of the completion of the project, the DRB shall issue to the Village its written recommendation for payment of the awarded grant funds.
- Prior to the issuance of any payment of awarded funds, the Applicant must submit an IRS W-9 form. The Applicant will receive a 1099 form from the Village in the amount of the grant, which will be sent at the conclusion of the calendar year in which the grant is awarded.
- The Village shall issue payment of the awarded funds no later than sixty (60) days after receipt of the written recommendation from the DRB.
- If I elect to begin the implementation of my project before the DRB announces the Storefront Improvement Grants program selections, I may do so and still be considered for an award, but only after I file my completed Storefront Improvement Grants application. In such case I understand that filing my application and beginning the work does not guarantee me an award, but only the consideration for an award.
- No grant money will be awarded if the applicant has not worked with the DRB, or if the DRB has not approved the designs, or if unapproved changes were made during the project, and/or if changes are in violation of the Village's code.
- I agree to allow the DRB, SOVCA and/or the Township of South Orange Village to use photos and renderings of my plans and façade renovations, including before and after photos, in printed materials or electronic media.

All of the information I have provided in this application and all of the attachments submitted as part of this application are true and correct to the best of my knowledge.

Signature

Witness Signature

Name (print)

Name (print)

Federal Tax I.D. #

Date