



## **City of Litchfield, Illinois**

### **Façade & Sign Grant Application**

The City of Litchfield has established the façade & sign grant program to aid in the revitalization of the downtown area. The Program is available for properties located in the downtown redevelopment study area and within the TIF District (see attached description & map) and of which are in good standing with the City of Litchfield.

The Façade Grant Program is a 50/50 match grant with a maximum of \$2,500.00. The signage grant is a 50/50 match grant with a maximum grant of \$250.00. Both grants are subject to availability of funds appropriated to the program. In-kind services can not be used to meet 50 percent match.

Applicants may receive no more than two grants per year. Each property may receive only one façade and one sign grant per year. Priority will be given to first time applicants. Approved grants will be awarded on a reimbursement basis only after applicants have completed the project and have demonstrated full compliance with grant requirements.

The grant cycle is based upon the City of Litchfield fiscal year, May 1 through April 30<sup>th</sup>, of each year. Grants are evaluated on an individual first come first served basis and will be assessed according to the guidelines of the program. The final award of funding will be approved by the Litchfield City Council. The City Council generally meets the first Monday & Thursday of each month.

**Please submit the complete application, including:**

- Completed application form
- Detailed drawings of the building façade/sign, including information which will assist in understanding the scope of the project, such as:
  - Building Materials
  - Colors (paint chips, brick/stone color, etc. Must meet approved colors.)
  - Exterior Lighting
  - Window and door types
  - Architectural detailing
  - Sign specifications
  - Awnings
  - General renovation details
- Two (2) independent quotes from qualified contractors on the cost of completing the proposed work. Include quotes and/or contracts for any other eligible expenses. Please indicate which contractor you are likely to have do the work and why.

**To: City of Litchfield Economic Development Office**  
120 East Ryder St.  
Litchfield, IL 62056  
(217) 324-5253



# City of Litchfield

## FAÇADE & SIGNAGE GRANT APPLICATION

<b>Applicant:</b>	Name:	Phone:
	Address:	email:
<b>Owner: (of property if different from Applicant)</b>	Name:	Phone:
	Address:	email:
<b>Project Address:</b> _____		<b>Please (X)</b> Façade grant _____
<b>Property/Parcel No.</b> _____		<b>Sign grant</b> _____
<b>Which facades are to be improved and the approximate surface area(s)?</b>		
<input type="checkbox"/> Front _____ sq. ft <input type="checkbox"/> Rear _____ sq. ft <input type="checkbox"/> Side _____ sq. ft.		
Anticipated Start Date _____ *Projected completion date _____ *must be within 120 days from start date after notification of award		
Total Estimated Project Cost \$ _____ Amount Requested \$ _____		
<b>Description of the proposed façade/sign improvement: attach an additional sheet if needed</b>		
<b>Quotes:</b>	<b>Name of Contractor providing the Quote:</b>	<b>Total Amount of Quote (including taxes):</b>
1.		
2.		

The undersigned applicant agrees to comply with the guidelines and procedures of the Façade and/or Signage Grant Program. I, the undersigned, certify that the information contained in this application and all attachments is true and correct to the best of my knowledge.

\_\_\_\_\_ Date  
Applicant Signature

<b>Owner's Authorization</b> (to be completed if an agent/tenant is used to represent the owner):	
I, _____ being the registered owner of the subject lands hereby authorize _____ to prepare and submit this application for a façade/sign improvement grant.	
Signature of Owner	Date