**Russell County Economic Development**

**Store Front/ Signage Program Guidelines**

The Store front/Signage Program, through Russell County Economic Development is meant to create and enhance promotion of businesses and physical design of businesses in Russell County. The program offers a $2,000 grant towards projects that include:

\***Signage** – Development or update Signage for Business. Signage must meet city ordinance expectations and codes.

\***Store Front Improvements** – Development of Storefront or Improvements to current Storefront.

(Building Design & Appearance: Roofing; Parking Lot; Painting Storefront; Signage; Windows; and Hardscape.)

Grant funds will not be provided until after project is complete and receipts/invoices are turned in with the project final report.

**Applications are due January 5, 2017. Only one application per business can be received per year. Once a business has received funding they cannot apply for funding again for 2 years. Applications are reviewed confidentially by an independent committee. The total amount to be given out in a given year is $15,000. (8 projects, 7 funded at $2,000 each by Eco Devo/CVB; 1 funded at $1,000 by Russell Main Street Inc). Applicants can apply for up to $2,000.00 with the total project totaling $4,000 or more in order to qualify. This program is meant to enhance and expand current efforts and not be the sole funding for the project.**

Application Requirements:

* Complete Store Front/Signage Application by January 5, 2017.
* Provide Business Tax ID Number.
* Provide proof of tax compliance.
* All funded applicants agree complete final report and provide receipts/invoices from project expense in order to receive funds.
* Applicant must have a business with an existing store front. If owner of building has no business in the facility, they will need to show a business plan for the facility once renovated.
* All updates to facility must be within the city ordinance and codes.
* Project must be completed within one year after grant is awarded.

**Russell County Economic Development**

**Store Front/Signage Program**

**2017 Project Application**

**Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact information:**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facebook (business account): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scope of Project:**

**Please describe the scope of your project: (Include photos, drawings, or description of what you plan to change).**

Timeline of projected Project:

* **Project Start Date:**
* **Project End Date:**
* **Please describe the “need” for your requested project:**

Are you a Russell Main Street Member Applying for their store front Incentive as well?

*Circle One:* Yes No

\*\*If yes please see the attached requirements for Russell Main Street funding.

If you plan to increase signage or improve the store front, do you own the building your business is in? Yes No (*Circle One)*

If not, do you have permission from the building owner to do improvements? Yes No (*Circle One)*

Do you have a business plan for your business? Yes No (*Circle One)*

If so, does your business plan need updated? Yes No (*Circle One)*

Are you interested in learning about business re-financing options? Yes No (*Circle One)*

Do you have a succession or exit plan for your business? Yes No (*Circle One)*

If you have other needs in regards to business resources, please list them below and we will follow up with you at a later time:

**Budget:**

**Budget Narrative of Project:**

**Budget Total for Project:**

**Amount Requested from Russell County Eco Devo:**

(Cannot exceed $2,000.00)

Signature of Applicant Date

Russell Main Street, Inc.

Store Front/Signage Program Guidelines

Applicants will submit plans for façade renovation. Approved grant recipient will receive up to $1,000 in 1/1 matching funds. (Example: total cost of project is submitted as $1,600.00, recipient would receive $800.00; total project cost is $2,000.00, recipient will receive $1,000.00). This grant will be awarded to only one recipient each fiscal year (July 1 – June 30).

Qualifications:

1. Applicants must be a member of Russell Main Street, Inc. **by the time of application** and be current on membership dues for the full fiscal year.
2. The total amount requested, up to 1,000, shall be identified with grant application. In order to be eligible for the full $1,000 grant your invested cost in the project must be at least $2,000.
3. Applicants will be reviewed by the designated outside party Eco Devo/CVB utilizes in the initial application process.
4. Applicants must be submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The recipient will submit paid invoices to Russell Main Street, Inc. for reimbursement up to the grant amount.
6. The project must be completed within 12 months (1 year) after the grant has been awarded.

**Russell County Economic Development**

**2017 Store Front/Signage Program**

**Final Report**

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Provide a copy of project receipts.**

**Project Outcome: (**Include before and after photos; receipts from project; etc.).

**Project Start Date:**

**Project Completion Date:**

**Final Budget:**