



# Downtown Chambersburg Inc.

## Façade Grant Application

### Checklist

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- Non-refundable application fee:  
\$50 for requests up to \$500      \$100 for requests over \$500
- Completed application
- A minimum of two bids on contractor letterhead detailing the proposed work
- Additional information (optional)

**Prior to submitting an application, applicants must meet with  
a DCI representative**

I have:

- Met and discussed my proposed project with: \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Committee Member: \_\_\_\_\_

Contacted the borough to see if a building permit is required

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

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

Project/Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Applicant is the:

Property Owner       Business Owner       other: \_\_\_\_\_

How long has the business been at the current location? \_\_\_\_\_

When does your current lease expire? \_\_\_\_\_

Property owner's name (if different from applicant): \_\_\_\_\_

Property owner's address: \_\_\_\_\_

Property owner's phone number/email: \_\_\_\_\_

*Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.*

## Project Details

**Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:**

- Minimum of two bids on contractor letterhead detailing the proposed work

**Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):**

---

---

---

---

**Proposed Project Budget:** \_\_\_\_\_

**Describe how this project will enhance the downtown, including how it will:**

- Improve your business or increase your chances for success
- Facilitate the retention or expansion of an existing business downtown
- Facilitate the establishment of a new business
- Improve public safety or access
- Enhance downtown Chambersburg (beautification, foot traffic, etc.)
- Allow DCI and the city of Chambersburg to meet their goals of revitalization downtown

---

---

---

---

---

---

---

---

---

---

**How much funding assistance are you requesting?** \_\_\_\_\_

**Proposed start date:** \_\_\_\_\_

**Estimated completion date:** \_\_\_\_\_

*(Note: Any project submitted for funding should be completed within 120 days of funding approval)*

**In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?**

- Yes       No

**If answer is "yes" to above question, describe additional work:**

---

---

---

**Estimated cost of additional work to the property:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold Downtown Chambersburg Inc. and/or it's agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the façade grant.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the façade grant.
- The applicant agrees to maintain the property and improvements, including, but not limited to promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes DCI to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in DCI's materials and press releases.
- The applicant understands that DCI reserves the right to make changes in conditions of the Façade Grant Program as warranted.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.*

**Owner Authorization**

As owner of the property (insert address) \_\_\_\_\_

I have reviewed the above application and authorize operator of \_\_\_\_\_

at said address to perform the improvements described above as part of the Downtown Chambersburg Inc. Façade Grant Program.

**Signature of property owner or authorized representative:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

If applicable: I, as a Member of Downtown Chambersburg Inc. recuse myself from voting on this application.

**Signature of Downtown Chambersburg Inc Member:**

\_\_\_\_\_ **Date:** \_\_\_\_\_