



Sign and Façade Grant Program

Purpose:

This program is intended to enhance the visual appeal of downtown Port Washington by stimulating investment in sign and façade improvements. More specifically, the program does this by financially supporting the efforts of business owners to design, create, install and maintain signage that is effective for the business while complementing the architecture of the building it adorns, the buildings and signage that surround it, and the overall image of our city. The program was created in 2011 and updated in 2017.

Grant amounts:

This is a matching program with limits of

1. \$250 award maximum for signs
2. \$1500 award maximum for façades

*Applicant may apply for both a sign AND a façade grant.

*Main Street will only award applicant one sign grant and one façade grant every 10 year period.

Eligibility requirements:

Must be located in the Port Washington Main Street's program district as published on the website.

Eligible Uses of Funding

- A. Removal of false fronts, metal canopies, and additions
- B. Safe cleaning of brick storefronts
- C. Painting
- D. Door and window improvements
- E. Masonry repair and tuck pointing
- F. Repair or replacement of signage
- G. Permanent exterior lighting
- H. Landscaping (including parking lot improvements)
- I. Address information improvement

- J. Qualified design services
- K. Sign installation

Ineligible Uses of Funding

- A. Removal/covering up of historical design features/elements
- B. Sidewalk repairs
- C. Correction of code violations
- D. Roof repair or replacement
- E. Any project or improvement completed prior to submittal of a façade grant/loan application

Procedural Requirements:

Note that the grant process does not replace the City's permitting process. Applicant is responsible for following all City's rules and regulations.

1. Submit a grant application package to the director of Main Street Port Washington. The application package may be submitted in person at the Main Street office or emailed to director@visitportwashington.com
2. Design review is on completed by the Design committee of Main Street Port Washington.
3. Following design review, the Main Street Economic Revitalization committee reviews availability of funds. Applicant will be notified of approval/denial by the director.
4. Upon completion of the project, the applicant must complete a Final Reimbursement Worksheet with attached paid receipts/invoices and submit to the director.
5. The director will coordinate a final inspection with a member of the Design committee verifying the project work.
6. Once a final inspection has been done and verified, a check will be issued for the approved grant award by the director.



Application for: Sign Grant Façade Grant

NAME OF APPLICANT: _____ DATE: _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____ PHONE: _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

PROPERTY OWNER NAME: _____ PHONE: _____

PROPERTY OWNER APPROVAL: _____

EST. PROJECT START DATE: _____ EST. PROJECT FINISH DATE: _____

Application Checklist

- ___ Completed application form
- ___ Written consent from the property owner, if applicable.
- ___ Photographs of existing building/signage
- ___ Design concept (eg. Sketches, drawings, photos, etc)
- ___ Cost estimates for project

Reimbursement Checklist

- ___ Copy of receipts and paid invoices

Record of Dates and Approvals

DIRECTOR APPROVED: _____
DESIGN COMMITTEE APPROVED: _____
ECONOMIC REVITALIZATION COMMITTEE APPROVED: _____
APPLICANT INFORMED - APPROVAL/DENIAL: _____
APPROVAL AMOUNT: \$ _____
APPLICANT SUBMITTED REIMBURSEMENT PACKAGE: _____
FINAL INSPECTION BY DESIGN COMMITTEE APPROVED: _____
CHECK DISPERSED: _____
DATE: _____
AMOUNT: _____
CHECK#: _____