



Mission Economic Development Corporation

**Downtown Façade Improvement Program
Application**

Date Submitted _____

Project Owner _____

Property Address _____

I. APPLICANT INFORMATION

Contact Person

Name _____

Title _____

Address _____

Phone _____ Fax _____

Email Address _____

Federal Tax ID # _____

Grant amount requested \$ _____

Matching funds amount \$ _____

Description of the match

OTHER APPLICATION ITEMS:

II. PROJECT SUMMARY

Attach a summary of the proposed façade project and how the requested grant funds will be used. Be as specific as possible in describing the nature of the project. Be sure to detail: a) the exterior building improvements that are being proposed, including description of both the proposed features that are being removed and those that will be added; and b) an estimated timetable for completing the proposed improvements. Please make sure that the Project Summary fully describes the project. Attach as many pages of description as necessary.

III. BUDGET

Please provide an itemized breakdown of all the estimated project costs based on contractor bids or estimates. Include all costs associated with the façade improvement project, such as professional and/or technical services, suppliers, equipment, or materials. **Three competitive bids are required covering the entire façade project.**

IV. MATCHING GRANT

Please provide detailed information of the source and availability of matching funds for proposed façade work.

V. ATTACHMENTS – (Please note that these materials will not be returned)

Photographs – may be submitted in support of the application. Submit as many photographs as needed to clearly convey the need for façade improvement and/or to explain other circumstances related to the project. Photographs should be numbered and labeled with the location and a brief description of what is being shown.

Pictures are very important to visually communicate the details of a project. Submit as much detail to help convey the scope of the proposed improvements.

VI. DEED

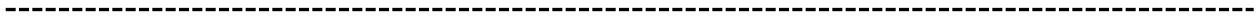
Please provide a copy of the deed to the subject property.

VII. Planning and Zoning Department

Please visit with the planning and zoning department to review permit requirements. Once applicant has met with planning and zoning, the department will provide either a permit or a written notice stating that no permit is required to proceed with project.

VIII. OTHER

Provide any additional supporting materials, which you feel are pertinent to the application.



For assistance completing the application or to help answer any questions, please contact the Mission Economic Development Corporation at (956) 585 – 0040.



By signing and submitting this application, I hereby acknowledge the following:

- I have read and understand the application form and accompanying program overview.
- Mission Economic Development Corporation’s acceptance of this application does not obligate the Corporation to enter into a grant agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for any services or materials purchased pertaining to the project.
- I certify that all the information contained in this application and any attachments is true, correct, and complete to the best of my knowledge.

Signature – Property Owner

Date

Name (printed)