

# APPLICATION

## GTDF Downtown Titusville Façade Improvement Project Application

***Please read the GTDF Downtown Titusville Façade Improvement Project Guidelines carefully before completing this application.***

### **Round Four (2018) Important Dates:**

Grant Workshop:	<b>November 8, 2017</b> <b>6 – 8 pm at Towne Square</b> <b>110 W. Spring Street, 2<sup>nd</sup> Floor</b> <b>Large Conference Room</b>
Applications Due:	<b>Friday, January 19, 2018 at 12 pm.</b>
Awards Announced:	<b>February 2018</b>

### **Quick Facts:**

- The GTDF Downtown Titusville Façade Project grant limit is \$5,000 per façade.
- The grant must be matched dollar-for-dollar by the individual owner of the property or their leaseholders. (Leaseholder must show owner's approval)
- You must talk with GTDF staff about your project prior to submitting an application
- Applications will be reviewed by the GTDF Board of Directors. Applicants will be notified in writing whether they have been awarded a Façade Improvement Project grant.
- This is a reimbursement grant. Payment to the grantee of a qualified project is made in the form of a reimbursement to the applicant once appropriate receipts are provided.
- Work started before the award of a Façade Improvement Project grant is not eligible for reimbursement.

Downtown Titusville Façade Program Guidelines and application are available on the Façade page at [www.titusvillefoundation.org](http://www.titusvillefoundation.org) or by email from [grants@titusvillefoundation.org](mailto:grants@titusvillefoundation.org).

For further information email [grants@titusvillefoundation.org](mailto:grants@titusvillefoundation.org) or call 814-827-4756.

Mail completed Application and Attachments to:

**Greater Titusville Development Foundation**  
**PO Box 425**  
**Titusville, PA 16354**

Mailed applications must be postmarked no later than the due date.

Applications may be delivered in person at 110 West Spring Street, 2<sup>nd</sup> Floor, Suite 200

Titusville Community Development Agencies Office.

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Applicant Name		
Address of Business Site		
Business Owner's Address		
Daytime Phone Number		
Property Owner (If different than above)		
Property Owner's Address		
Daytime Phone Number		
<b>Project Details</b>		
Is the project part of a larger overall renovation project to the building?	Yes	No
If yes, explain:		
What façade(s) of the building will be included in the project?		
Are any changes to the current signage anticipated?	Yes	No
If yes, explain:		
Will your project make a noticeable visual improvement to the façade of your building?	Yes	No
If yes, explain:		





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Required Attachments: (Please check off as completed to make sure ALL are included)	
	Application Form
	Detailed project description
	Itemized budget of project. Labor and materials listed separately.
	Verification of ownership. (Copy of deed or lease)
	Approval letter from owner if applicable
	Two current photos of the façade to be improved
	Verification of current real estate taxes (Tax statement)
	Verification of current property insurance
	Design plans or sketches of the proposed façade improvements
	Two itemized cost estimates on bid forms provided from two different qualified contractors for the same scope of work to be completed under this project <b>OR</b> applicants choice of contractor with cost estimate on bid form provided
	Evidence of availability of matching funds

I (we) certify that all information contained in this application is true and correct in all material aspects to the best of my (our) knowledge. I (we) do hereby give permission and consent to the Greater Titusville Development Fund to conduct a credit check, title search or any other activities it deems necessary and appropriate of the proper evaluation and consideration of this application . I (we) furthermore agree to abide by all Façade Improvement Project guidelines ( a copy of which is hereby acknowledged as being received) and policies as GTDF may establish, as well as compliance with all codes and regulation of the City of Titusville, State of Pennsylvania and Federal Government as applicable.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_