

**INCORPORATED VILLAGE OF HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY**



SIGNAGE GRANT PROGRAM

Mayor Wayne J. Hall, Sr.
Chairman

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Board Member

INC. VILLAGE OF HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY SIGNAGE GRANT PROGRAM

The Village of Hempstead Community Development Agency believes attractive and aesthetically pleasing signage is important to the retail experience for residents of the Village of Hempstead and visitors alike. Clean and beautiful signs and awning help attract new businesses, strengthen existing ones, and create a pleasant walkable community.

In order to assist businesses the CDA is offering businesses and/or property owners a grant of a maximum of \$3,000 for a sign/awning to upgrade their current signage or install new signage. The grant is on a first come first serve basis, to applicants that meet the requirements, as funds are available. Applications which are not approved due to lack of funds will be held at the CDA offices until another round of funding is available.

Grant Applications are available at the CDA office located at 50 Clinton St. Suite 504 Hempstead, NY 11550 or at www.villageofhempsteadcda.org.

Requirements

In order to qualify for the grant a merchant or property owner (the “Applicant) must:

- Be located in the Village of Hempstead
- Be in business for at least 2 years in the current location
- Have a valid Business License from the Village of Hempstead
- Be current with all property taxes – Village and County (Property Owner)
- Be current with all building, plumbing, and electrical permits
- Must have D-U-N-S Number – can be obtained at www.dnb.com
- Applicant must pay at least 50% of the cost of new or upgraded sign or awning

**** Applicants who do not keep the signage up for at least 2 years and/or have received 5 code violations from the Village of Hempstead Building Department will be required to repay the full grant amount ****

Grant Awards

- Grants are awarded on a reimbursement basis. Applicants must pay all invoices related to the signage before receiving funds
- Grants cannot be used for completed signage projects without prior application approval by the CDA
- Grant is dependent on an environmental clearance by Nassau County Office of Community Development
- A sign permit must be obtained by the Applicant from the Inc. Village of Hempstead Building Department
- Signage not approved by the CDA or any changes to designs approved by the CDA without CDA permission will not be reimbursed
- Signs and awnings must meet all zoning codes and ordinances of the Inc. Village of Hempstead

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APPLICATION PROCESS

- Applicant must complete and submit the “Signage Grant Program Application” to the Inc. Village of Hempstead Community Development Agency located at 50 Clinton St. Suite 504, Hempstead, New York 11550.

- Applicant and CDA staff will meet to discuss designs of new sign/awning.
 - Design must meet with building code
 - Design must complement the building
 - Design must include color, size, logo, name and estimated costs
 - Design must meet CDA requirements
 - Approval of sign/awning subject to review and approval by the CDA Commissioner

- After receiving approval from CDA Commissioner Application must obtain three (3) written quotes from CDA approved sign/awning design makers (the “Supplier”)

- CDA and Applicant will together select an appropriate supplier and enter into a Grant Agreement.

- Applicant will be responsible for getting a sign permit from the Inc. Village of Hempstead Building Department before any work commences.

- After supplier creates and installs sign/awning and all outstanding invoices have been paid, the applicant may submit the reimbursement claim consisting of:
 - Copies of Invoice
 - Proof of payment - Cancelled check
 - Photos of installed sign/awning

- CDA will process the claim and reimburse the Applicant 50% of the cost of the signage or up to \$3,000.00.

NOTICE OF DECISION

The Commissioner of the Village of Hempstead CDA will render a decision to the applicant after receiving recommendations from the Village of Hempstead Building Department and upon approval by the Village of Hempstead CDA Board via board resolution.

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APPLICATION

Name of Applicant: _____ Merchant/Property Owner (Circle One)

Name of Business: _____

Property Address: _____

D-U-N-S Number: _____ Applicant Phone Number: _____

Co-Owners if Any: _____

Village of Hempstead Business License Number: _____

List improvements in addition to signage: _____

How do you intend to pay for improvements?

Private Funding: _____ Loan: _____ Grant: _____

For Property Owners Only: List of Commercial Tenants

Include business name, term of lease, and tenant's name, attach additional sheet if needed;

1. _____
2. _____
3. _____
4. _____

Property Owners/Merchant complete where applicable:

Property Owner: _____ Term of Lease: _____

of years in Business in the Village of Hempstead: _____

Have you received a grant from the Village of Hempstead or CDA in the past 5 years? ____

To the best of my knowledge, the information provided above is true and I hereby authorize the Community Development Agency to verify this information:

Application Signature

Date

Property Owner Signature (if different)

Date