



Application Number: _____

COLLINSVILLE DOWNTOWN, INC. SIGNAGE GRANT APPLICATION

*Eligible businesses located within the Main Street District
(A block and a half North & South of Main Street between 5th & 14th Streets)*

Applicant _____

Street Address _____

Mailing Address (if different) _____

Contact Person _____

Daytime Phone _____ Fax _____ Email _____

Building's Historic Name _____

Current Business Name _____

Applicant is: Building & Business Owner Business Owner Building Owner

If applicant is not the building owner, please provide the following:

Building Owner's Name _____

Mailing Address _____

City _____ State _____ Zip _____

Important: If applicant is not the building owner, please include owner authorization for tenant to apply for this grant.

How long has the current business been at this location? _____

How long has the present building owner owned the property? _____

Does the building have a second floor? Yes No

Is the second floor of the building currently occupied? Yes No

What is wrong with the existing sign? _____

What have you chosen for the new sign? _____

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The City of Collinsville and CDI have guidelines for signs. Have you gotten a permit from the City for putting up a new sign? ___Yes ___No

If no, why? _____

(If standards set forth by CDI and the City of Collinsville are not adhered to, it is possible that your application for this grant will be denied)

Estimated Total Cost of Project \$ _____

Estimated date that project will begin if grant is awarded _____

Estimated completion date for project _____

Signature of building owner date

Signature of applicant (if different from building owner) date

***Once approved, work must begin within 90 days from the awarding of the grant and must be completed within 6 months.**

- An itemized estimate from you contractor must be turned in with this application. Along with a picture or rendering of the proposed work.
- Funds shall be allocated on a first come basis. Only one sign grant shall be awarded per building address.
- Application should be turned into us at least 4 weeks before work is scheduled to begin, to give our Design Committee time to review the application and determine eligibility.
- Improvements shall conform to the City of Collinsville/CDI guidelines (copy available at the Collinsville Downtown, Inc. office).
- Once the Committee has reviewed the complete application, the applicants will be notified within thirty days of the outcome, including the decision and the amount to be reimbursed.
- If eligibility is approved, work must begin within 90days from the approval, and work must be completed within 6 months of said date.
- Any changes made to the façade after the grant approval, which have not been previously approved by the Design Committee, will not be eligible for funding.
- When work is completed, the CDI Design Committee will review and can take up to 30 days. Once confirmed, CDI will call you to set up a date and time to have a presentation of the grant with the possibility of the story being covered by the press.

If assistance is needed in filling out the Grant Application, please contact the Collinsville Downtown, Inc. office at 918-371-5530.