



## **Sign and Paint Incentive Grant Program Overview**

### **PURPOSE**

The purpose of the program is to encourage businesses within the Levelland Main Street Area to repair and renovate storefronts. To provide this incentive the Main Street Program will furnish grants for the purchase of paint and signage in conjunction with this work.

### **ELIGIBILITY**

Any business located in the Levelland Main Street District is eligible to apply. For the particular project to be eligible, the business must present an explanation of the project to the Main Street Design Committee. The committee will take suggestions to the Main Street Advisory Board for final approval.

### **GRANT APPROVAL**

The painting and signage portion of the project for which grant assistance is sought must NOT begin until AFTER design and grant approval has been obtained from the Main Street Program. The Main Street Design Committee shall serve as the screening committee for all applicants and final approval will be made by the Main Street Program's Advisory Board.

### **DESIGN APPROVAL**

Because one of the main purposes of the Main Street program is to encourage historic preservation, the project plans should be in keeping with the historic character of the structure and the area. The Design Committees review will consist of approval of the colors and color scheme, and for signage, approval of the sign design, materials, colors and color scheme. The Design Committee may seek the direction of the Texas Main Street Design Staff if the committee deems necessary.

### **FUNDS AVAILABLE**

Limited funds are available for this program. Once these funds are granted, no additional grants will be made. Grants will be made on a first come basis.



## **Sign and Paint Incentive Grant Program Guidelines**

### **PAINT GRANT**

For paint projects approved, grants of 50% of the cost of the paint, up to a maximum of \$300.00 will be made for exterior painting. All grants are subject to the availability of funds.

### **SIGNAGE GRANT**

For signs approved, grants of 50% of the cost of the sign, up to a maximum of \$300.00 will be made for the sign. All grants are subject to the availability of funds.

### **MULTIPLE GRANTS**

Each building may be eligible for one paint grant and one sign grant, up to a combined maximum total of \$600.00. All grants are subject to the availability of funds. Limit of 1 application per fiscal year.

### **PROJECT TIMEFRAME**

Projects will have up to six months from the date the Advisory Board approves the project to complete the exterior painting and/or sign work. Failure to complete the work within this timeframe could result in the removal of the grant approval and awarding the grant to another project. A six month extension may be possible if requested for extenuating circumstances, subject to approval by the Advisory Board.

### **GRANT PAYMENT**

Payment of the grant will be made only after completion and acceptance of the work by the Main Street Program, and submission of receipts for the paint and/or signage.

### **APPLICATION PROCESS**

- To apply for a grant under this program the applicant must schedule a presentation for the Design Committee. This presentation must be approximately 10 minutes in length (allowing 5 minutes for Q & A with the committee). The presentation must provide a detailed explanation of the project, including photos, drawings, paint colors/samples, sign colors, shape, proposed placement, materials, etc.
- Construction quotes/bids are required for the review of the application. Local contractors are encouraged if the cost is within 20% of an out-of-town bid.
- Application may be from a tenant or property owner. If the applicant is not the property owner, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the project and grant.
- The applicant should provide the committee with an idea of how the plan of work will be executed and how this project will benefit the business and/or property.
- The applicant should provide a brief description about the history of the business and/or property.



## LEVELLAND MAIN STREET PROGRAM Incentive Grant Program Application

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Paint Grant**

Paint Color: \_\_\_\_\_

Portion of Building to be painted: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Contractor Name & Location: \_\_\_\_\_

**Signage Grant**

Size of Sign: \_\_\_\_\_

Materials (Frame & Face): \_\_\_\_\_

Colors: \_\_\_\_\_

Lighting:  Front  Back

Placement on Building: \_\_\_\_\_

Estimated cost: \_\_\_\_\_

Contractor Name & Location: \_\_\_\_\_

### For Approval Committee Use ONLY

**Paint Grant**       **Approved**    Amount: \_\_\_\_\_       **Denied**    Reason: \_\_\_\_\_

**Signage Grant**     **Approved**    Amount: \_\_\_\_\_       **Denied**    Reason: \_\_\_\_\_

Additional Notes: \_\_\_\_\_