

DOWNTOWN SOUTH BEND, INC.

2018 INTERIOR IMPROVEMENT GRANT FULL APPLICATION



APPLICANT INFORMATION (please print clearly)

Applicant Name:

Applicant's Address: City: State: Zip:

Applicant's Phone (daytime): Email:

BUILDING INFORMATION

Building Address:

Are you the building owner? Yes No

If you are not the building owner, you must have the building owner fill out the following:

Building Owner's Name:

Building Owner's Address:

Building Owners Phone (daytime):

I understand and agree to the project as detailed in this agreement.

Signature of Building Owner:

Date:

PROJECT INFORMATION

Please provide the following attachments¹:

1. Itemized scope of work
2. Project estimate(s) from at least two licensed contractors
3. A completed DTSB Contractor Pre-qualification Review Form for each contractor
4. The executive summary of your business plan
5. A copy of your lease agreement or letter of intent

PROJECT COST

Estimated Project Cost: \$

Grant Request: \$

(Based on Tier 1 or Tier 2 amount per square foot per lease year up to maximum grant of \$5,000)

PROJECT SCHEDULE ²

Anticipated Starting Date:

Anticipated Completion Date:

¹ Your application will not be considered complete if any of the attachments are missing.

² In order to receive reimbursement your projects must be completed within 90-days. Projects begun after 10/15/18 must be completed no later than 12/14/18.

APPLICANT'S CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application, given for the purpose of obtaining an Interior Improvement Grant under the DTSB (Downtown South Bend) Interior Improvement Grant Program are true and complete to the best of the Applicant's knowledge and belief. **I have read and understand the procedures and agree to follow the Interior Improvement Grant Process. I am submitting documentation as requested.**

Applicant's Signature:

Date:

MAIL THIS APPLICATION WITH ATTACHMENTS TO:

DTSB

Attn: Director, Downtown Business Engagement
217 S. Michigan
South Bend, IN 46601

Phone: 574.968.7291

Fax: 574.233.7382

Or email to: lpinson@downtownsouthbend.com