

NOTICE OF FUNDING AVAILABILITY

Oyster Bay Main Street Association Façade and Sign Improvement Grant

OBMSA has created a reimbursement fund to provide grants to local businesses and building owners for facade and/or sign improvements. **Business owners, with consent from their landlord**, must first complete an application, including drawings, and submit it to OBMSA to determine the project's eligibility. **A determination must be provided before work can begin.** If the project is approved, the grant recipient is responsible for obtaining financing for their project. Once the project is complete and proof of payment has been submitted, OBMSA will disburse the grant funds awarded for the project. Applicants may submit as many applications as necessary to get approval, though may only be funded for the same business once every ten years. ***The grant award will remain valid for a period of six (6) months from the date of approval, after which the funds may be reallocated if the recipient has not commenced the approved project or utilized the awarded funds.***

Applicants may apply for funding under **one** of four categories:

- **Sign Improvement** projects are eligible to receive a grant of up to \$2,000 to cover a signage package, typically including but not limited to: a storefront sign, hanging blade sign, window lettering and any lighting to highlight said signage. Grant funds will cover up to 75% of the total project costs, not to exceed \$2,000.
- **Façade Improvement** projects are eligible to receive a grant of up to \$2,000 to cover alterations to the front façade of a building, typically including but not limited to: alterations to doors and windows, trim, and cornices, as well as the creation of sign bands, awnings and lighting for the building itself. Grant funds will cover up to 75% of the total project costs, not to exceed \$2,000.
- **Façade AND Sign Improvement** projects are eligible to receive a grant of up to \$4,000 to cover a combination of improvements to a storefront. Often new signage can highlight necessary façade improvements and, on the other hand, façade alterations may make new signage necessary. This category is intended to help create more cohesive storefronts. Grant funds will cover up to 75% of the total project costs, not to exceed \$4,000.
- **Repair/Replacement of Existing Elements** projects are eligible to receive a grant of up to \$1,000 to cover costs associated with repairing or replacing damaged existing elements, typically including but not limited to: damaged signs, awnings, and architectural features. Grant funds will cover up to 75% of the total project costs, not to exceed \$1,000.

*Additional funding or waivers of certain conditions may be available in extenuating circumstances and is at the sole discretion of the grant committee.

Who can apply for the OBMSA Façade and Sign Improvement Grant?

- Members of the Oyster Bay Main Street Association who own businesses or buildings within the target area. The target area consists of blocks having mixed-use buildings in the downtown (i.e. Audrey Avenue, East Main Street, West Main Street, South Street, and Spring Street; though may encompass additional blocks as well).
- ***In support of our mission, preference is given to storefront businesses which encourage foot traffic and growth in the downtown area.***
- To join OBMSA please visit www.oysterbaymainstreet.org or mail a check to the address below.

Please return this form to:

Oyster Bay Main Street Association, P.O. Box 116, Oyster Bay, NY 11771 or by email to: cipolla@obmsa.org



Facade and Sign Improvement Program Application

Date: _____

Applicant (Business Owner): _____

Address: _____

Phone: () _____

Email: _____

Building Owner: _____

Address: _____

Phone: () _____

Email: _____

Narrative Description of the Proposed Scope of Work

Attach or write a narrative description of the proposed scope of work and photographs of the existing conditions to be addressed. Sketches or architectural rendering(s) are useful to include to assist the Design Committee in reaching a decision. Please add additional pages if needed.

Estimated Cost of the Project

Please be as detailed as possible on the estimated costs provided below. A minimum of two bids for each separate project or professional service will be required for all work undertaken.

Total Project Cost: \$ _____ Total Grant Request: \$ _____

Timeline for Completion:

Please indicate when your project will be completed.



Certifications

I certify that I am authorized to submit this application for the Oyster Bay Main Street Association Façade and Sign Improvement Grant. I further certify that the property proposed for improvements is not, nor has been, in default, assigned to the State, or foreclosed, nor has mortgage relief by the mortgagee been given. I have not experienced default or non-compliances under any Town of Oyster Bay, HUD, USDA, DHCR, HTFC, or other State and local governments financing. I have not been convicted of a felony and am not presently, to my knowledge, the subject of a convicted complaint or indictment charging a felony. I have not been suspended, debarred or otherwise restricted by any department, agency or authority of the Federal government or any state or local government from doing business with such department, agency or authority; and, I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.

Signature of Business Owner

Date

I certify that I have reviewed and approved the proposed facade and/or sign design and placement.

Signature of Building Owner

Date

Name (print):

(FOR OBMSA USE ONLY)

The Oyster Bay Main Street Association has reviewed this application, including drawings, and approves the proposed changes to the façade of the building listed above. The applicant is hereby approved to move forward with the request.

Only after the work is complete and proof of payment is provided will OBMSA move forward with the 75% reimbursement, capped at _____.

Signature

Date

For more information regarding the program, please call Jaqueline Cipolla, Executive Director of the Oyster Bay Main Street Association at 516-922-6982 or email cipolla@oysterbaymainstreet.org.

Title