

Ponca City Main Street Improvement Grant Application

Grant Categories

- Small Grant Projects – 50% matching grant up to \$100
- Large Grant Projects – 50% matching grant of \$2,500 - \$5,000
 - Properties with 25 ft. building frontage are eligible for the \$2,500 matching grant and properties with a corner location or large store frontage are eligible for the \$5,000 matching grant.

Purpose of the Program

- The purpose of the large grant is to encourage property owners and tenants to make important period appropriate improvements to building facades. The purpose of the small grant is to make our downtown district more attractive by sharing the cost of beautification and improvement efforts with business and property owners.

Eligible Improvements Include (but are not limited to):

- Planters, Flowers, trees, shrubs, and other landscaping including soil, mulch, pots, etc.
- Public art (sculptures, murals, etc.)
- Window displays
- Holiday lighting and decorations for storefront
- Exterior painting (except for applying paint to unpainted brick)
- Exterior lighting & signage
- Masonry or mortar joint repair
- Window or door repair or replacement
- Removing non-historic materials (siding that covers windows, metal facades, removing paint from brick, etc.)
- Repair, replacement or addition of awnings
- Other projects may qualify on a case-by-case basis. See PCMS Design Committee for consultation.

Applicant Criteria

- Applicant has been a \$250 Business Investor for at least (1) year & commits to an additional (2) years of partnership via PCMS contract.
- Building owner(s) &/or tenant(s) are in agreement regarding proposed work.
- Applicant agrees to follow PCMS Design Committee's recommendations, if any are given.
- Applicant shall not begin any fabric-altering work regarding this grant until final approval by PCMS Board.
- Applicant commits to completing work within 6 months of final approval from PCMS Board.
- Application form is filled out in full and thorough information regarding project is included.
- Applicant has not applied for a façade grant in the last thirty-six months.

Program Rules

- Eligible properties are those within the Main Street district whose beautification and improvement will contribute to the overall aesthetic of the downtown district.
- Grants are not awarded for work done prior to approval of Application.
- Before and after photos must be submitted to PCMS. Digital copies are preferred.
- Grantees must use local products and companies as available.
- PCMS will not award a grant if a qualifying proposal is not submitted per this application's guidelines. All decisions regarding applications are the sole authority of PCMS and are final.
- Once the project is completed, Applicant must submit paid receipts for the improvements. PCMS will verify the work was done in accordance to the approval of the project plans before reimbursing funds.
- Labor by Applicant or friends of the Applicant do not qualify for grant funds.
- The following statement must accompany *any and all advertising of project* done by grantee: "This improvement is made possible with the assistance of Ponca City Main Street through their Improvement Grant Program."

Our Process:

- Applications will be reviewed by the Design Committee and sent to the Board for final approval. Applicant will be notified as soon as a decision is made.
- Grants will be awarded to partners on a first-come, first-served basis.
- Applicants are limited to a maximum of \$100 in small grants each fiscal year and \$2,500-\$5,000 per fiscal year in large grants depending on building frontage and availability of funding.

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Application Date: _____

Building Owner / Tenant Name: _____

Address of Project: _____

Phone: _____

Email Address: _____

PROJECT DESCRIPTION: Either below or on a separate page, give a *detailed* description of proposed work.

Describe current condition of façade of building and any unusual problems currently existing:

Attach list of cost estimates from contractors &/or supply houses. Include sketches or photos of all proposed changes to architectural fabric (e.g. windows, doors, awnings, signs, etc.). Include color proposals and samples where appropriate for all items. For window displays, banners, signage, or public art, submit a drawing or proof of the proposed work.

I have read & understood the program rules. I understand that I am responsible for the ongoing maintenance of the improvements described herein. I further understand that Ponca City Main Street must approve the improvements prior to work starting and that I must submit paid receipts before PCMS will issue the grant funds.

Property / Building Owner Signature _____

