



Matching Grant Program

Matching Grant for Exterior Property Improvements

The Lake Gunterville Chamber of Commerce is excited to introduce a matching grant program designed to assist Chamber members with financial support for improvements to the exterior of their businesses. The goal of the Matching Grant for Exterior Improvements is to provide an economic incentive to renovate storefronts for Chamber members, and/or to assist in the upkeep and appearance of their business, to continue economic growth.

Examples which will qualify for exterior grants include: signage, paint, siding, roofing, awnings, hand rails, windows, handicapped accessible, etc.

Example: *If a business owner plans to spend \$1,600 for exterior improvements to their business, a Chamber member could apply for the Exterior Improvement grant, and if accepted, would receive up to \$500 through the reimbursement grant to use towards the project. The business would receive the funds once all work is completed. **Work must be complete within 150 days after the grant is approved** in order to guarantee funding. If the project is not complete and the requirements have not been met, the committee reserves the right to review the request and withdraw the grant funds. Applications are confidential and will be reviewed by the committee then approved by the Board of Directors.*

Eligibility Requirements:

- Active Chamber Member for at least 2 years.
- To be used for exterior property improvements.
- Must make every reasonable effort to use Gunterville businesses to complete the project – contractors, supplies, etc. (if other businesses from outside of Gunterville are used, please provide an explanation).
 - Must provide budget & photos in advance and receipts and photos upon completion of the project.
- Owners and/or tenants may request incentive grants; however, tenants must have the owner's written permission included in the application.
 - Grants are given on a 50/50-matching reimbursement basis.

Process for Receiving the Grant

- Initial this page and submit the completed application (incomplete applications will not be accepted).
- Include design plans or sketches and the building owner's permission to the Lake Gunterville Chamber of Commerce in writing.
- The cost of the project needs to be included in the application for matching-reimbursement funds. The recipient must show proof of funds spent with a paid invoice or receipt.
- A notification letter will be sent to the applicant as to whether the project has been accepted as described or rejected. If accepted, an agreement must be signed between the Chamber President and the Recipient.
- A check in the granted amount will be disbursed to the recipient after proof of paid invoices.
- After the project is complete, the recipient must submit before/after pictures, if applicable, with a wrap up report. Included in the wrap up report must be a quote about the impact of this grant to their business from the Lake Gunterville Chamber of Commerce.
- If the project is not complete 150 days from the day the grant is approved and/or the requirements have not been met, the committee reserves the right to review the request and withdraw grant funding. Applications are confidential and will be reviewed by the committee then approved by the Board of Directors.

The four reimbursements grants will be awarded and funded each calendar year with a maximum limit of up to \$500 per grant, per recipient. Funds are limited and depending upon demand may not be available for the entire year. Recipients may only collect a grant once every 2 years.

INITIAL: _____



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Matching Grants Application for Exterior Improvements

Must include a current photo, project plans, specifications, and other appropriate design application.

Business Name	
Person Submitting Application	
Property Address	
Current Use (type of business)	
Mailing Address	
Phone Number(s)	
Email Address	
Description of Project:	
Project Completion Date	
Total Estimated Cost	
Amount being requested from the Chamber (cannot exceed \$500)	
Have you requested and received grant funds previously from the Chamber?	
Are you applying for other grants for this project? If yes, please list.	

I understand that the matching-reimbursement grant must be used for the project designed in this application. Upon project completion (which must be completed within 150-days after the grant is approved), I will submit a wrap up report to the Chamber's Board of Directors. I understand I am responsible to submit before and after pictures in the wrap-up report.

Signature:	Date:
Owner's Signature if Applicant is a Tenant	

For office use only:

Current Chamber Member:	Number of Years:	Amount Disbursed:
Approved by:		Date: