

Purpose

The Bridgeville Economic Development Committee (EDC) has established an ongoing Sign Grant Program to provide funding for signage for commercial business properties in “Downtown Bridgeville” (Market and Main Street-see map). The current grant cycle is focused on business signs and these grants are intended to help businesses improve the appearance of their businesses by providing monetary assistance for the design, construction and installation of these signs.

Incentive

The EDC will reimburse up to 50% of the cost of approved signs with the owner paying the other 50%. The maximum reimbursement allowed is \$1,000. The current grant cycle begins June 1, 2020 and continues until the funding is depleted or removed by the EDC. The EDC has initially set aside \$2,500 for the program. This amount may be raised or lowered at the discretion of the EDC.

Grant applications are available at Town Hall 101 North Main Street or the town’s website and must be submitted to Town of Bridgeville, ATT: Economic Development Committee.

All work must be completed and paid invoices submitted within 90 days from the date the owner is notified of the approval of their grant request.

What is encouraged

Grant funds may be used for the following improvements to the building exterior:

- Signs (Refer to Town Code Chapter 234-76 through 234-85)

Property Qualifications

- The building must be located in the Town of Bridgeville, DE
- Must have at least a one year lease (if applicable).

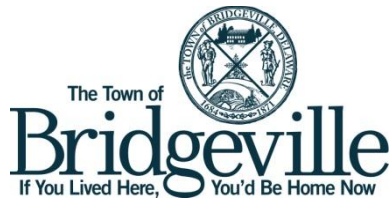
Ineligible Properties

- Property owned by religious groups or places of worship
- Tax delinquent property
- Property in litigation
- Exclusively residential buildings
- Buildings that have received sign funds from the Bridgeville Economic Development Committee (EDC) in the past 12 months.

Other Grant Program Features

- All work must be performed under the direction of a licensed contractor.
- All work must meet town code regulations.
- Prior to release of grant funds, Town Inspectors will inspect improvements for completeness, basic quality of workmanship and code enforcement.
- Construction specifications and work completed shall comply with all applicable building and occupancy codes.

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Bridgeville Economic Development Committee
101 N. Main Street
Bridgeville, DE 19933
Phone: 302-337-7135
bridgeville.delaware.gov

Commencement of Sign Improvements

Improvements to be funded by the EDC may take place only after the EDC has approved the grant. No grants will be made for work, other than design work, under way or completed prior to execution of the EDC Agreement by both the grantee and the EDC.

For more information, contact the Bridgeville Town Hall at 301-337-7187, Monday-Friday, 9:00 a.m.-4:30 p.m., or Bridgeville_edc@yahoo.com.

The EDC reserves the right to amend these Guidelines at any time if it is determined necessary in order to provide more clarity, flexibility or restrictions to the Grant Program.

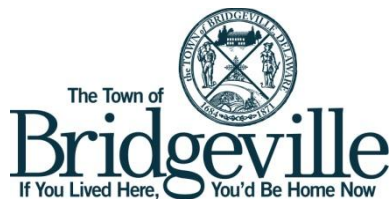
How to submit a funding request

1. Determine the sign(s) you'd like install (Refer to Town Code Chapter 234-76 through 234-85). It will help speed up the process for replying to your request, if you submit pictures or drawings of the sign(s); a diagram of your property (a survey may be used) showing where the sign(s) would be placed (if hand drawn, please include distances from the property lines and the house or business.) While not required, if you want you may consult with a professional to design the work that you would like to have done.
2. If desired, consult with the Town of Bridgeville's Planning Department about whether your element will meet regulations and how it may be presented to the P&Z Commission (if needed) by phone at 302-337-7135 or in person at Town Hall, 101 N. Main St.
3. Complete the Grant application. Submit the forms to Town Hall, in person at 101 N. Main St., by email at bridgeville_edc@yahoo.com, or by mail at 101 N. Main St., Bridgeville, DE 19933. If you lease the space where your business is located you must submit a letter from the building's owner stating that he or she consents to the submission of the funding request and, if funded, approves of the installation of the approved grant elements.

Upon receiving your request, the Economic Development Committee (EDC) will:

1. Confirm with Town staff that the proposed work complies with town regulations and evaluate the application.
2. Determine whether grant funding is available for the application.
3. Determine if the work requested meets the guidelines presented in this document.
4. The EDC may deny a grant application if the EDC recommends changes to the project and the applicant does not agree to these changes. Every effort will be made by EDC to work with the applicants so that an incentive can be granted.
5. If your funding request is approved you will be notified of such approval by the Town Manager. If required, you must also receive approval from the Town's P&Z Commission before work may begin. Please remember that this grant program is a reimbursement program, which means that the Town will not disburse the grant payment to you until you provide proof that the work has been completed and any contractors working on the project have been paid in full by you. All reimbursement checks will be paid to the applicant listed.

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Town of Bridgeville, Delaware
ONGOING SIGN GRANT APPLICATION
Economic Development Committee Grant Program

PLEASE PRINT OR TYPE:

DATE: _____

NAME OF APPLICANT: _____

ADDRESS: _____

TELEPHONE: (____) _____ **E-MAIL:** _____

1. Are you the legal owner of the property/building(s) Yes _____ No _____
2. If not, please write the name, address and phone number of the legal building(s) owner:

3. Total Number of Units on Property: _____
4. Will you be doing the work yourself: Yes _____ No _____
5. Will you be hiring a contractor: Yes _____ No _____
6. Is the selected contractor licensed in the Town of Bridgeville for the period in which this work will be performed? Yes _____ No _____
7. If yes, please write the name, address and phone number of contractor(s):

8. Please indicate approximate cost of total project: \$ _____
9. Attach a detailed description and itemized costs of project to be completed with grant monies. Submit any design drawings and/or pictures of the project to help the committee determine if your request meets the grant guidelines, including but not limited to scale drawings showing relative size and placement of elements. (Refer to Town Code Chapter 234-76 through 234-85) for sign regulations.

Sign Matching Grant (up to \$1,000)

Total amount of grant monies requested: \$ _____

The grant will match fifty percent of project cost not to exceed \$1,000 (total project cost \$2,000 or greater).

Applicant Signature: _____ **Date:** _____

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