



Façade Improvement Grant Program Application

Applications must be submitted by **July 31, 2025**, end of day. Applicants must be property owners or tenants (with written permission from property owner) of commercial buildings within the boundaries of the Village of Brooklyn Corridor Improvement Authority to be considered for funding. For any questions, please contact fellow@villageofbrooklyn.com.

Point of Contact

First and Last Name: _____

Email: _____

Phone Number: _____

Role: Owner Tenant

Property Owner (if different): _____

Business Information

Business Name: _____

Present Use of Building: _____

Building Address: _____

Project Scope

Provide a detailed description of the work you plan to complete, including scope of work, timeline, proposed budget, and cost estimate:

Describe the current condition of your building's façade (front, back, and/or sides) that you intend to improve with this funding

What impact will this project have on your business as well as Brooklyn's corridor?

Are permits required from the Village to complete this project? Yes No Unsure

Contractor Information

If using a contractor, please provide their information:

Is your contractor licensed and insured? Yes No

Grant & Project Totals

Total cost of improvements: \$ _____

Requested grant amount: \$ _____

(Must be a maximum of 50% of total cost of improvements)

REQUIRED Additional Information

To complete this application, the following materials are required to be submitted with this application, or by email to fellow@villageofbrooklyn.com by July 31, 2025, end of day. Applications without these materials will be considered incomplete and will not be eligible for funding.

1. Verify that all property taxes and utility bills with the Village of Brooklyn are paid and current.
2. If tenant, written permission by owner.
3. Photographs of the existing condition of property.
4. Samples of design elements, such as paint colors, sign colors, awning fabric, and similar materials

I understand that I must submit the required materials by **July 31, 2025** to be considered for funding.

Initials _____

Application Agreement

The Applicant certifies and agrees to the terms and conditions below:

- The Applicant is the owner or tenant (with written approval) of a property within the Village of Brooklyn Corridor Improvement Authority boundaries.
- The Applicant is in good standing with the Village of Brooklyn in terms of payment of taxes and utilities.
- All improvements to be undertaken will be consistent with all applicable zoning and building codes.
- Only the work that is outlined in the application will be eligible for reimbursement. The CIA has the authority to decline reimbursement if the project does not align with the application.
- The project must be completed and reimbursement submitted by the deadline set and approved by the CIA (see guidelines). The project is not eligible for reimbursement if the work is not completed during the approved time period.
- Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by the CIA to be in compliance with the approved design.
- The Applicant understands that they are responsible for the construction management for the entire project.
- It is understood and agreed that the applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances, and other applicable regulations.
- The Applicant understands that they are responsible for the maintenance of the façade improvements described herein.
- Incomplete applications will not be accepted.

I have read and understood the above requirements of the Village of Brooklyn Façade Improvement Grant Program and agree to the terms as stated.

Applicant's Signature _____ Date _____