



OFFICE OF COMMUNITY DEVELOPMENT

THOMPSONVILLE COMMERCIAL FACADE INCENTIVE GRANT GUIDELINES & APPLICATION

PURPOSE:

The Town of Enfield's Thompsonville Commercial Facade Incentive Grant was created to assist local business owners with improvements to existing storefronts, façades, and property access through the utilization of grant funds of up to \$5,000.00 per commercial unit or storefront. Eligible improvements include items such as; new doors, windows, siding, awnings, lighting, signs, accessibility requirements, security, relocation of utilities, landscaping, and other work that would improve the curb-appeal of the property.

GRANT REQUIREMENTS:

- The proposed work must be performed at a commercial property in the Thompsonville section of Enfield (Census Tract 4806). The Town will verify all project locations.
- Grant recipients are required to sign a contract with the Town of Enfield.
- Applications will be reviewed and awarded on a first come, first served basis. The Office of Community Development staff will make the final determination concerning the eligibility of the proposed work.
- Business or property owners who receive a grant under this program will be ineligible from further grants for a 1 (one) year period.

APPLICATION REQUIREMENTS:

Complete the attached application and include the following items:

- ✓ Renters or lease holders: Provide written authorization for the proposed work from the property owner or a property management company.
- ✓ Three (3) cost quotes for the proposed work, equipment, and/or materials.
- ✓ The proposed improvements must have prior approval and/or permits issued by the appropriate Town Boards, Commissions, or Departments as required. Please attach requisite copies.

PROCESS:

- Grant funds will be provided for work performed by a licensed contractor or for equipment and/or materials at an existing Thompsonville storefront property.
- Projects will be awarded to the lowest responsible quote.
- The selected contractor must complete an IRS Form W-9 provided by the Town.
- The selected contractor must provide a copy of their insurance certificate to the Town showing a minimum \$1,000,000 aggregate Comprehensive Liability coverage.
- Payments will be made directly to the selected contractor or vendor.
- Invoices submitted to the Town may not exceed the \$5,000 limit. Please advise your contractor or vendor that the Town of Enfield is exempt from paying sales taxes.

RETURN COMPLETED APPLICATION WITH ATTACHMENTS TO:

Town of Enfield, Office of Community Development
820 Enfield Street, Enfield, CT 06082

Contact Information: (860) 253-6390 * OCD@enfield.org * www.enfield-ct.gov

THOMPSONVILLE COMMERCIAL FACADE INCENTIVE GRANT APPLICATION

CONTACT INFORMATION:

Name of Business or Organization: _____

Name: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____

E-mail Address: _____

Address of Subject Property: _____

DESCRIPTION OF WORK:

Please describe the proposed work to be performed, location of work on the property or structure, and explain how it will improve the appearance of or access to the subject property. Please attach all supporting documentation including any plans, specifications, and photos.

CERTIFICATION:

I/We certify the above information is correct to the best of my knowledge, and that I/We authorize the Enfield OCD to verify the facts stated. I/We also understand giving false statements or information will automatically terminate this application. I/We certify that this application does not in any way constitute a binding agreement between the Enfield OCD and the said applicant(s) for the funding assistance for commercial property improvements. I/We have read and fully understand the Commercial Facade Incentive Grant application requirements, and agree to comply with the Grant Requirements as they are stated above.

Print Name & Title: _____

Signature: _____ Date: _____
