



# Sign Incentive Grant

## Information & Application

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Downtown Billings Partnership, Inc.  
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## Sign Incentive Grant

### Purpose:

The purpose of this program is to provide financial and practical assistance to design, fabricate, and install signage in downtown Billings, clearly identifying the location and entrance of a business, promoting the service or merchandise within, and attracting and informing customers. Incentive monies are available to developers, owners, and tenants to *encourage a higher level of quality and design in the downtown environment*. **Funding is available for design, permits, fabrication, and installation of signs, banners, or awnings at a 1:1 matching rate up to a maximum of \$3,000 match amount.** Signage projects must support the goals of the Downtown Billings Strategic Plan and the Urban Renewal Plan of the North 27<sup>th</sup> St. TIFD. Applicants are encouraged to consider the design aesthetic of the surrounding neighborhood when submitting a design for review.

Applicants are reminded that grant awards made by the Downtown Billings Partnership (DBP) are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an applicant meet all grant criteria, a grant may or may not be awarded at the DBP's discretion due to funding limitation, competing applications, and/or competing priorities of the DBP.

### Timeframe and application process:

Applications will be accepted and reviewed on a first come first served basis until funds are depleted. Applications must be received by the 1st day of the month. Each complete application will be reviewed by the DBP staff, Development Committee, and the DBP Board of Directors and, if recommended, will receive a reimbursement grant not to exceed \$3,000 on a 1:1 matching method. For example, if the total cost of the project is \$2,000, a recommended grant would be \$1,000. If the project is larger, say \$6,000, the recommended grant is \$3,000.

Application Due to DBP	Application Reviewed by DBP Staff	Application Reviewed by DBP Development Committee & Board for Final Approval
Any business day	1 - 3 business days	2 - 5 business days
<b>Every effort will be made to facilitate every complete application through the entire process in a timely manner. Incomplete applications may extend the process.</b>		

### Funding Policy:

At the sole discretion of the DBP Board of Directors, applicants are required to seek endorsement from the TIF Development Committee, which shall consist of design professionals, business or property owners, community members with an interest in downtown vitality, and members of the DBP Board. Applications will be reviewed by the DBP staff under supervision of the Development Committee. The DBP shall review applications on a first come, first served basis for the duration of funding availability. All projects that are recommended for approval by the Committee shall be submitted to the DBP Board of Directors for final approval or disapproval of funding the project per City Council's directive September 14, 2020.

All applicants will be apprised of the status of their application by written communication from the DBP staff. Award recipients shall receive a Letter of Award indicating the amount of the incentive funds awarded and any conditions deemed necessary by the DBP Board for receipt of the award. Applicants are required to return a signed copy of the letter to the DBP staff before funds will be committed to the project.

**Release of Funds:**

It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the DBP by the award recipient. The project must be completed essentially as presented to the Committee and Board in order to receive payment.

Incentive funds will be paid out according to the following criteria:

1. Applicants must submit copies of all required building permits.
2. Payment documentation must be submitted to the DBP office at 116 N 29<sup>th</sup> St.
3. Incentive awards will be paid upon **completion** of the project.

**Acceptable documentation is defined as PAID invoices, statements, or schedule of values from vendors, contractors, or consultants clearly detailing the work completed for the project.**

**Encumbrance Policy:**

Applicants receiving funding under this program during the course of a given fiscal year (July 1 through June 30) are eligible to carry forward/encumber unexpended funds for a **maximum of one additional fiscal year** if all effort has been made to begin the project in the initial year; and/or when circumstances related to weather, construction season, etc. prohibit the completion of the project. Applicants must advise the DBP by June 1<sup>st</sup> if they will be requesting an extension of their project schedule.

**Disclaimer:**

The Downtown Billings Partnership, Inc., its committees, partners and or affiliates are not responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Urban Renewal Project Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

### Sign Incentive Grant Application

Project Location	
Property Address	
Assessor Parcel Number(s)	
Name of Business(es) in Project	

Applicant Information	
Name	
Address	
Phone	Email
Do you <input type="checkbox"/> Own <input type="checkbox"/> Lease the subject property	

Description of Proposed Improvements
Identify ways in which the project supports the Strategic Plan and Urban Renewal Plan

<p><b>Submittals – Applications <u>must</u> include the following materials, if applicable, for consideration. Applications lacking sufficient materials to describe the project will not be reviewed.</b></p>
<ul style="list-style-type: none"> <li>a) Current photos of the proposed project site</li> <li>b) Rendering or sketch of proposed improvements</li> <li>c) Sign plans</li> <li>d) Awning design (if applicable)</li> </ul>

Estimated Costs and Schedule – Applications lacking sufficient cost estimates will not be reviewed	
Design Work	
Permits	
Sign/Awning Fabrication	
Installation	
<b>Project Cost Total</b>	
Estimated Days/Months for Completion	

**Complete applications are due no later than noon on the 1st day of the month.**

Signatures	
Project Applicant(s)	
Property Owner (if applicable)	