



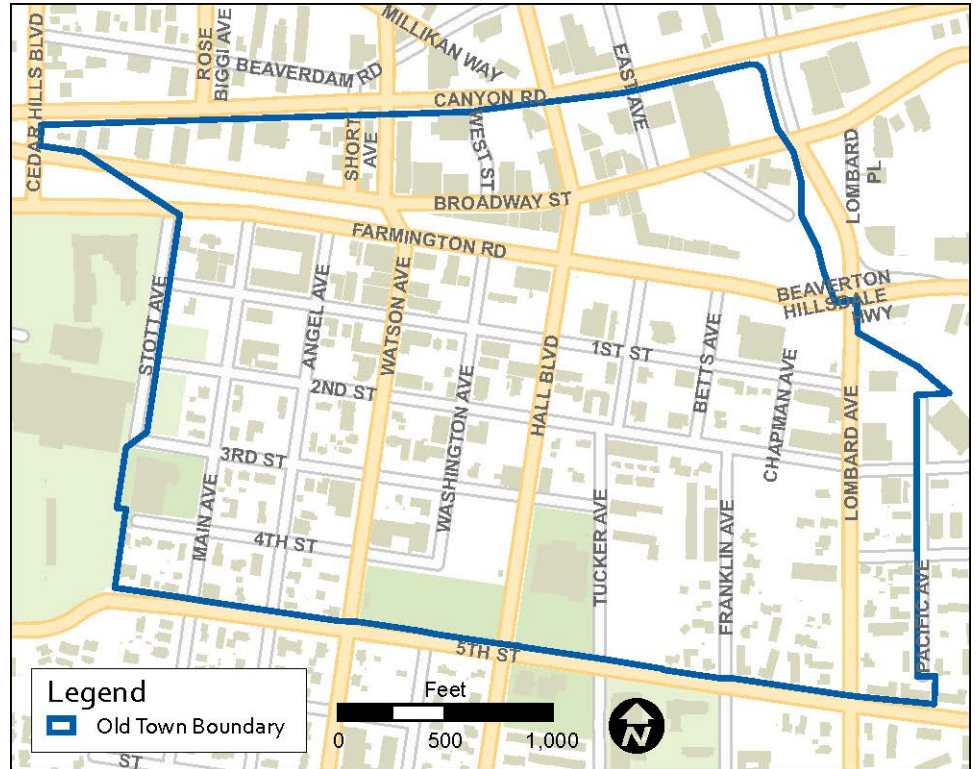
DESIGN GRANT APPLICATION

Storefront Improvement Program

Updated for FY 2018-19

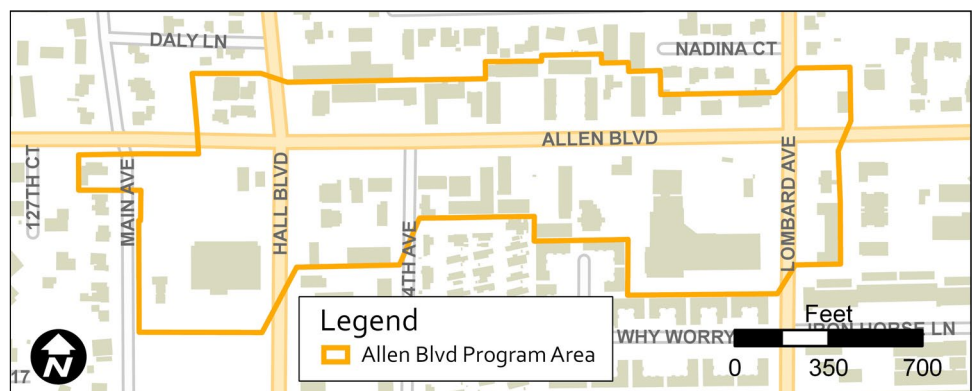
Purpose

Storefront appearance is a critical aspect of the overall aesthetic appeal and unique character of a commercial district. Because it creates a first impression, it is also key to individual business success. The purpose of the City of Beaverton's Storefront Improvement Program is to encourage businesses and property owners within eligible program areas to improve their storefronts, making these areas more attractive to shoppers and increasing the economic vitality and attractiveness to new investment.



Program Areas

To be eligible for the Storefront Improvement Program, the business and/or property must be located within either the Old Town or Allen Blvd Program Area.



Types of Grants

Two types of grants are offered:

- DESIGN SERVICES GRANT:
(this application)

Grant covers 100% of the cost for a city-contracted architect to help with concept designs of the exterior of the building, resulting in sketches and plans needed to obtain bids. The final product will include (3) bids.

IMPROVEMENT GRANT: Grants to cover a portion of constructing the improvements to the exterior of a building.

Eligibility

Buildings/businesses are eligible if they meet the following criteria:

- 50% or more of the building is used for commercial use.
- The business faces a street.
- The business is open to the public. Businesses with age restrictions, such as bars, are eligible. Businesses that only provide services to members are not eligible.
- The business is located within one of the Program Areas (see map on page 1).

Exclusions include:

- National chains, defined as franchises/for profit corporations that are not headquartered in the State of Oregon or Clark County Washington; except in the case where the franchisee or brand has a Beaverton-based owner and the brand has no more than one location within the Beaverton city limits at completion this grant.

Design Grant Application Process

1. Contact Program Manager to determine if your project is eligible:

Megan Braunsten, Development Project Coordinator
503-526-2419 or mbraunsten@BeavertonOregon.gov

2. Complete and return this application before the application deadline.

NEW RESTAURANTS
Submit year round

DEADLINE FOR ALL OTHERS
Submit prior to the application deadline:

- **Fall 2018 Deadline: September 14, 2018**
- **Spring 2019 Deadline: March 8, 2019**

Once approved:

3. Begin working with city-contracted architect.
 - The process will take approximately 3-4 months.
 - The process will include approximately 4 meetings:
 - Kickoff meeting
 - Review 2-3 optional designs
 - Review final design
 - Review results of request of 3 bids
 - All work will be completed in time for the next application round of Improvement Grants should the applicant wish to move forward with construction.



Need Assistance?

503-526-2497 • Use 7-1-1 for relay

www.BeavertonOregon.gov/ADA

For Internal Use Only: Date Received _____

Application

INCLUDE COPIES OF THE FOLLOWING FOR THIS APPLICATION TO BE COMPLETE:

- **Application**
- **Owner Authorization Form on page 7 (if Applicant is not the property owner)**
- **Before photos of the interior of property**
- **Any existing architectural drawings such as plans, elevations or sketches related to this project**
- **Applicant's W-9**

APPLICANT INFORMATION:

Project Address: _____

Applicant Name: _____

Phone: _____ Email: _____

Applicant Mailing Address: _____

Are you the: Business Owner Property Owner

(If the Applicant is not the owner of the property, the Owner Authorization Form on page 6 must be filled out and submitted with this application.)

Please describe relevant experience of key business players (business/property owner, manager, head chef, partners, etc.):

Which Program Area is this business/building inside of? Old Town Allen Blvd

PROPERTY INFORMATION:

(If Applicant is the property owner, please answer this section. Otherwise leave blank as questions are repeated on the Owner Authorization Form.)

Building Owner Contact Name: _____

Phone: _____ Email: _____

Property Tax Account Number: _____ Year Building Built: _____

Has this property received other public funding or grants in the past five years? Yes No

If yes, please describe:

BUSINESS INFORMATION:

Existing Business in This Location New Business in This Location

Name of Business: _____

Business Address: _____

Business Contact Name: _____ Title: _____

Phone: _____ Email: _____

Website: _____ Social Media: Facebook Twitter Instagram Other

Age of Business: _____ How many other locations does this business have? _____

Tax ID/EIN Number: _____ Beaverton Business License Number: _____

What are your store hours: M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

How is your business organized (corporation, sole proprietorship, LLC, etc.): _____

In which State are incorporation and/or organization documents filed? Oregon Other: _____

Is this business certified as a:

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Emerging Small Business (ESB)
- None

*(Note: Oregon certified MBE/WBE/ESB businesses will receive **additional evaluation points**. For more information about certification visit: <http://www.oregon4biz.com/How-We-Can-Help/OMWESB/>)*

Is this business a part of a national chain (see definition on page 2)? Yes No

Is this business a for-profit corporation with locations outside of Beaverton? Yes No

Is this business church-owned, fraternal, or housed in a government building? Yes No

Is this business in a building that is primarily for residential use? Yes No

Does this business exclude minors? Yes No

Number of employees at this time: _____ Number expected in two years: _____

Leasable square feet at this time: _____ Square feet expected in two years: _____

In one sentence, what does your business do?

How do customers reach you: Transit Bike Car Walk

Who are your target customers?

How do you differentiate yourself from your competition?

What is the biggest challenge facing your company over the coming year?

PROJECT INFORMATION:

This is a competitive grant program with limited funding; therefore, not all projects will be funded. Your answers to the questions below will inform us why you believe your application should be chosen over other applicants.

How will an updated storefront benefit your business/building:

How will the improvement of your building benefit downtown Beaverton:

The purpose of the Design Grant is for an architect to help you identify what exterior changes would showcase your building. You may have already identified some of the changes you would like to make. Describe what changes you may want to make:

STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT

I, _____, (The Applicant) certify that I am authorized to sign on behalf of the Applicant entity. The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Storefront Improvement Program: Design Grant and is true and complete to the best of the Applicant's knowledge. As required, the Applicant agrees to assist the City of Beaverton in verifying any of the information contained in this application from any available source.

If the Applicant is not the owner of the property, or if the Applicant is not the sole owner of the property, the Owner Authorization Form (page 7) must be filled out and attached.

Applicant Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

PLEASE RETURN THIS APPLICATION AND SUPPLEMENTAL DOCUMENTS TO:

Megan Braunsten, Development Project Coordinator
Community Development Department
City of Beaverton
PO Box 4755
Beaverton, OR 97076

503-526-2419 or mbraunsten@BeavertonOregon.gov

NEW RESTAURANTS:
Submit Application at Any Time

ALL OTHER BUSINESSES:
Fall 2018 Deadline: Friday, September 14, 2018
Spring 2019 Deadline: Friday, March 8, 2019

Storefront Improvement Program

Owner Authorization Form

(Only required if the Applicant was not the property owner.)

PROPERTY INFORMATION:

Building Owner Contact Name: _____

Phone: _____ Email: _____

Property Tax Account Number: _____ Year Building Built: _____

Has this property received other public funding or grants in the past five years? Yes No

If yes, please describe:

I, _____, am the owner of the building that is located at _____ in Beaverton, OR. I hereby give authorization for _____, the business that is housed in my building to use the City of Beaverton's Storefront Improvement Program: Design Grant to design alterations to the look of my building through exterior rehabilitation work.

I also certify that this building has not received the City of Beaverton Storefront Improvement Program grant funds within the last five (5) years. If it has, then the amount of the grant was \$_____ and was received in the year _____.

Printed Name of Owner

Signature of Owner

Date