



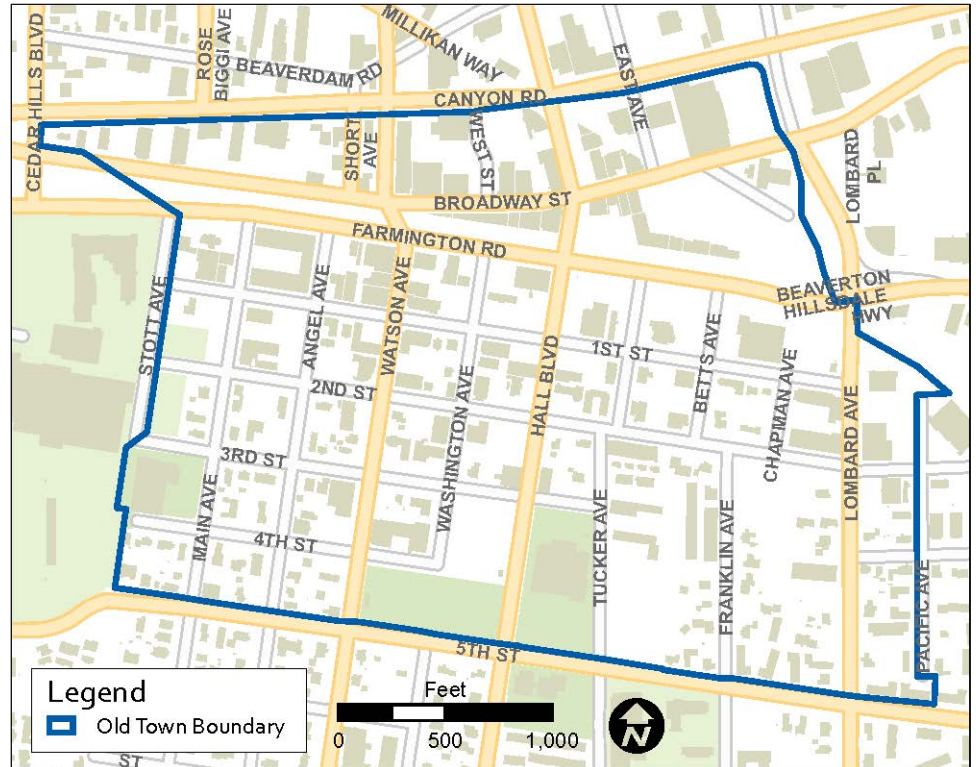
# IMPROVEMENT GRANT APPLICATION

## 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.



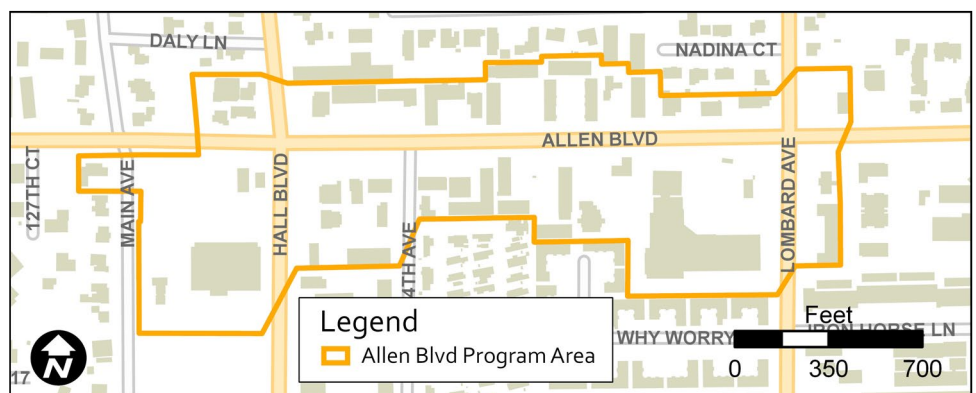
### Program Areas

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

### Types of Grants

Two types of grants are being offered:

- **DESIGN SERVICES GRANT (a separate 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 (this application)**  
Grant covers 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 of this grant.

## Grant Application Process

1. Contact the Program Manager to confirm your project is eligible:

Megan Braunsten, Development Project Coordinator  
503-526-2419 or [mbraunsten@BeavertonOregon.gov](mailto:mbraunsten@BeavertonOregon.gov)

2. Identify scope of work and obtain bids as needed.

- a. Prior to funding, three competitive bids for all project elements over \$5,000 will be required. *Only one bid is required at time of application, however.*

3. Complete and return this application.

**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:*

4. A Letter of Commitment will be issued for both parties to sign. This is the grant contract.

5. Submit applications for all needed city permits.

- a. Please contact the Community Development Department with any permit questions: 503-526-2493.

6. Construction can begin once all permits have been approved.

7. Once the work is complete, submit all paid receipts to the city for reimbursement.

- a. Please note: Reimbursement can be scheduled in phases, versus all at the end of a project. This negotiation will occur as part of the Letter of Commitment.



# 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 architectural drawings such as plans, elevations or sketches related to this project**
- **Bid(s)** – Please note: for all projects over \$5,000, three bids will be required prior to the Letter of Commitment being issued and work beginning. At time of application, however, only one bid is required.
- **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)    *(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/>)*
- Women Business Enterprise (WBE)
- Emerging Small Business (ESB)
- None

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.

Describe proposed improvements and work to be completed:

How will these proposed improvements benefit your business/building:

How will these proposed improvements benefit downtown Beaverton:



**STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT**

I, \_\_\_\_\_, (The Applicant) certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City of Beaverton must approve the proposed exterior storefront improvements. Certain changes or modifications may be required by the City of Beaverton prior to final approval.

Commitment of funds will not be processed before the City of Beaverton has received the necessary bids for the approved work. Any work started before a Letter of Commitment is executed will not be eligible for reimbursement. Furthermore, any work that is more than the approved scope of work must be *pre-approved* by the City in order for the work to be eligible for reimbursement.

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: Improvement 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 8) must be filled out and attached. The Applicant is aware that a copy of the W-9 for the business that is applying for the Storefront Improvement Program grant must be attached to this application for it to be complete.

**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  
[mbraunsten@BeavertonOregon.gov](mailto: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 is 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: Improvement Grant to alter 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**