



CITY OF GLOUCESTER

2022 RETAIL SIGNAGE IMPROVEMENT GRANT APPLICATION

The City of Gloucester's Retail Signage Improvement Grant is intended to assist commercial property owners and tenants in eligible buildings to improve their storefront signage, awning, and/or sign related lighting. The purpose of the program is to improve the visual quality of the City's retail business districts and to enhance these districts as a place to visit, shop, and work.

In order to be considered for this program, a business must **submit this completed application by June 17, 2022 to the Greater Cape Ann Chamber of Commerce located at 24 Harbor Loop, Gloucester MA 01930 or via email to olivia@capeannchamber.com.**

We will contact you by June 29, 2022 if you have been selected to participate in Gloucester's Retail Signage Improvement Grant Program.

Please note that the total available funding under this program is up to \$5,000 per applicant.

If you have any questions, please email program administrator, Olivia Perez-O'Dess at olivia@capeannchamber.com

I. Applicant Contact Information

1. Applicant Name: _____

2. Applicant Address

Street: _____

City: _____ State: _____ Zip: _____

3. Applicant Phone Number: _____

4. Applicant Email: _____

II. Applicant's Business Information

5. Business Name: _____

6. Year Business Established: _____

7. Business Address

Street: _____

City: _____ State: _____ Zip: _____

8. Business Phone Number: _____

9. Email: _____

10. Website: _____

11. Social Media: _____

12. Type of Business

Corporation Sole Proprietorship Non-Profit Partnership
 Limited Liability Company (LLC) Other: _____

13. In which retail business district is your business located?

Downtown Gloucester Magnolia Lanesville Rocky Neck
 Other: _____

14. How long has your business been at its current location? (Years and Months)

15. At your current business location, do you:

Rent Own

16. If you rent your business location, what is the lease expiration date?

17. If you rent, do you intend to renew the lease at the end of the current lease term?

Yes No

18. If you rent, please attach a copy of your lease agreement stating you have permission to make changes/improvements to your business sign and/or attach a letter from your landlord stating permission to change/improve the sign Copy of Lease Agreement Attached.

III. Applicant Demographics

19. Ethnicity:

- Hispanic or Latino Not Hispanic or Latino Prefer Not to Say

20. Race:

- White Black or African American American Indian or Alaska Native
 Asian Native Hawaiian or Other Pacific Islander Prefer Not to Say

21. Gender:

- Male Female Non-Binary Prefer Not to Say

22. Veteran Status:

- I am a protected veteran I am not a protected veteran

IV. Proposed Project Information

23. Project scope of work (check all the boxes that apply):

- Sign Improvements Awning Sign Related Lighting

24. Please provide a description of the proposed Retail Signage Improvement Grant project. Be as detailed as possible and include additional pages as needed.

25. Please attach photos of the existing signage to be replaced (attach via email or mail).

- Photos of Existing Signage Attached.

26. Approximate dimensions of proposed sign, awning or sign related lighting: _____

27. Total Estimated Project Cost: _____

V. Acknowledgments and Signature

28. Please confirm and acknowledge your understanding of the program guidelines by checking the following boxes:

- If chosen to participate in the program, I will be required to apply for all applicable City permits, including, but not limited to: Sign Permit-Attached; Sign Permit-Detached; and/ or Tent, Awning, & Canopy Permit. All of which can be found on the city's website: gloucester-ma.gov/895/Online-Permitting
- I will not begin any grant-funded improvements until I have signed and completed the Retail Signage Improvement Program Agreement with the program administrator, the Greater Cape Ann Chamber of Commerce, which will be provided following approval of my application.
- I will not commence any sign improvements without approval from the City of Gloucester's Building Inspector.
- I will not begin work prior to being given a notice to proceed from the City of Gloucester's program administrator, Olivia Perez-O'Dess.
- Any work performed prior to approval will be done at my own cost.
- Any work performed will be done at my own risk of loss.
- The City of Gloucester reserves the right to end the program at any time. **The City of Gloucester and the Greater Cape Ann Chamber of Commerce are not liable for any unauthorized expenses incurred by the applicant or expenses incurred prior to all approvals and permits being first obtained by the applicant.** The City of Gloucester and the Greater Cape Ann Chamber of Commerce are not liable for, or subject to, any contracts between businesses, representatives and vendors.

I, _____, certify that the information on this form is true and accurate to
[name of applicant]

the best of my knowledge.

Applicant Signature

Date

The City of Gloucester Retail Signage Improvement Grant Program is designed to aid in the improvement of the City's Retail Business Districts. The Retail Signage Improvement Grant Program is funded by a grant from the Massachusetts Office of Business Development and the North Shore Alliance for Economic Development to the City of Gloucester.