



Flemington Community Partnership  
Visual Improvements Committee  
PO Box 213, Flemington, NJ 08822

## **Storefront Improvement Program Guidelines and Application**

### Introduction

Flemington Community Partnership (FCP) has established a Storefront Improvement Program (SIP) to provide financial assistance to commercial property owners of business owners seeking to renovate or restore their existing signage, lighting, or facades. SIP endeavors to visually enhance the commercial districts of Flemington.

Successful applicants (limited to 25 annually) will receive a 50% matching grant up to \$1,500.00 for the funding of well-designed improvements that will enhance the aesthetics of Flemington's business districts. This may include removal of physical barriers, restoration of architectural details, better windows and doors, ADA compliant modifications, and replacement of signage and lighting. These grants are limited and on a first come first serve basis.

A storefront "Awning Fund" has been established offering up to \$500 in matching funds to help with the cleaning and repairs of awnings to our business owners. There are ten of these mini-grants available annually, also being awarded on a first come first serve basis. Each applicant may apply for this mini-grant once every five years.

Applications submitted after work/construction has begun will not be considered.

Improvements to buildings occupied by or owned by churches, schools, colleges and universities, government offices, and elected officials are not eligible.

Should your application be approved, you will be required to submit paid receipts after completion of the project for the work done, as well as an after photo for our records, prior to grant funds being distributed. Items could either be mailed to Flemington Community Partnership at PO Box 213, Flemington, NJ 08822 or emailed to [admin@flemingtoncp.com](mailto:admin@flemingtoncp.com).

# APPLICATION

## I. 1. Applicant Information

Applicant name	
Mailing address	
Telephone	
E-mail	
Web address	

## 2. Business Organization

Name of business	
Type of business in property being improved	
EIN or SSN:	

## 3. Relationship of Applicant to the storefront to be renovated

- Owner: Attach copy of latest tax bill and proof of payment.
- Tenant: a) Attach copy of valid lease, and b) Attach written permission from building owner to participate in SIP.

## II. Storefront Improvement Proposal

### 1. Street Address:

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2. Describe your proposed improvements in the box below. Improvements must be made to the exterior and visible to the public and preserve and enhance the historic and architectural integrity of buildings.

Applications will be reviewed by a committee who may suggest changes or require specific changes to the proposed work for the application to be approved and be eligible for reimbursement.

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### III. Cost Estimates

Use this form to itemize costs of the improvements planned for your storefront. You must also attach the estimates from your selected contractor(s) and the estimates from at least one additional contractor for each improvement type proposed below.

#### CONSTRUCTION COSTS

Description	Cost Estimate	Vendor
Design/Architecture Services		
Permits/fees		
Storefront masonry		
Windows		
Painting		
Exterior Lighting		
Signage		
Canopies		
ADA Railing		
ADA ramp		
Window boxes		
Demolition		
Other		

### IV. APPLICATION ATTACHMENTS CHECKLIST

Please attach the following:

1. Color digital photographs of your building sent via email clearly showing the following: Areas that will be improved; The entire front façade of your building; and The views down the block to the right and left of your building.
2. An illustration of the work you would like to do. Any of the following are acceptable: A hand drawn sketch of the front of your building OR A printed-out digital picture with written notes OR A photo with post-it notes attached OR An architect's rendering NOTE: if your project includes

signs or awnings, please ask your contractor to prepare a picture of the new sign or awning showing all dimensions, materials, colors, and lettering.

3. A letter from building owner (if different from applicant) granting permission for the proposed work

#### IV. Certification

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform Flemington Community Partnership of any changes in the proposed project which may occur.

Signature of building owner	
Date	
Print name	
Tax ID #	

Signature of commercial tenant (if applicant)	
Date	
Print name	
Tax ID #	