



2012

Visual Improvement Program (VIP) Grant

The Visual Improvement Program (VIP) Grant is designed to assist Hackettstown BID Businesses that wish to improve and maintain the appearance of their businesses through the creation of improved signage, lighting, painting or other small exterior initiatives. Grants are offered on a matching basis with the maximum payout of \$1,000 per business. Building tenants must have the cooperation and approval of the building owner. **IT IS STRONGLY ENCOURAGED THAT ALL WORK SHOULD UTILIZE LOCAL BUSINESSES.**

Criteria:

1. The VIP Grant project must adhere to and conform to size, design, quality and color standards set forth by the Municipal Ordinances.
2. Applications must be submitted prior to the work being started.
3. Applications must **include a minimum of two quotes** (More is preferred) for the proposed projects.
Exceptions: If project calls for proprietary hardware or personnel, or if you use a local contractor or supplier within the BID.
(a list of local suppliers and/or contractors can be supplied to you)
Any work totaling less than \$300 is exempt from the two quotes.
4. Kinds of work permitted: exterior improvements including new signage, painting, re-siding, and permanent landscaping (landscape that is affixed to the building).
5. All applications must include a copy of zoning officer's approval.
6. All applications will be subject to the Hackettstown BID Board review and approval.
7. Decisions are made with the discretion of the Hackettstown BID Board and their decisions are final.

Awards:

- Awards will be given at 100% of matching funds if all the criteria are met in full. (up to \$1,000 matching funds awarded for \$2,000 or more in expenditures) (awards will be less than 100% if work does not utilize local business)
- Applicants will receive lesser amounts based on criteria fulfillment.
- Prior to any awarding of funds a copy of a canceled check as proof of completion or and invoice stating, "Paid in Full" must be received by the board.

Additional Notes:

- New Businesses looking to purchase a temporary sign will be permitted to use Grant funds up to \$50 only if the application also includes the purchase of a permanent sign.
- A portion of the VIP Grant funds have been set aside for improvements that are required to comply with existing zoning codes. (For example, if your sign does not comply with the zoning codes, you may benefit from a new sign, perhaps window lettering, which can be funded through a VIP Grant.)

**ONE AWARD PER YEAR, PER PROJECT, PER PROPERTY
VIP GRANT - Application Form**

1. Property Owners Name: _____

2. Business Owners Name: _____

3. Business Name: _____

4. Business Address: _____

5. Business Phone: _____ Fax: _____

6. Business Owner's Email: _____

7. Total number of retail units in Building: _____

8. Best Time and Person to Contact: _____

9. Attach at least two quotes per job as needed. List lowest bid per job below(10):

10. Proposed Improvements (Sign, Awning, Windows, etc.)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

15. TOTAL AMOUNT REQUESTED \$ _____

The applicant, _____, agrees to comply with the regulations of the VIP grant and the specific design recommendations of the Town of Hackettstown and the Hackettstown Business Improvement District. Any changes in the approved plans or specifications must be presented to the Hackettstown BID for approval.

I further understand that I must submit detailed cost documentation, including cancelled check and bills, copies of Building Permits, and all contractors' waivers of lien upon completion of the project, and execute a VIP agreement with the Hackettstown BID to assure property maintenance and the continuation of the approved improvements and related plans.

Signature of Business Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____