



## 2019-2020 Signage/Awning Grant Program

### Introduction

As business owners in the City of Rahway, we realize how difficult it is to keep a business afloat and your hard work and dedication to the economic viability of our community is greatly appreciated. The Rahway Arts + Business Partnership is sponsoring a Business Signage & Awning Grant Program which is intended to stimulate improvement to the exterior of commercial spaces in the Downtown Special Improvement District.

### Grant Details

Grant assistance may not exceed \$2,000 per applicant or 50% of eligible expenses, whichever is **less**, for eligible projects that meet the guidelines stated within and as funding exists. Grants are provided on a reimbursement basis.

For example:

If the total project costs \$4,000; the grant award will be half that amount: \$2,000

If the total project costs \$600; the grant award will be half that amount: \$300

Projects that cost more than the \$2,000 are eligible for the grant, but the award will be capped at \$2,000.

Awards granted each year will total \$25,000. Grant Program is January 1st 2019 - January 31st 2020.

### Eligibility Guidelines

- Applicant must have a brick-and-mortar site in the Rahway Downtown Special Improvement District.
- This program is for exterior signage only which includes:
  - Signage on the facade.
  - Signage in any window or doors.
  - Awnings.
- Applicant may only have one (1) grant application per Grant Program Year and the project must be completed before you can be considered for a second project.

- Applicant must provide proof of payment of the total project cost prior to the RABP reimbursing for the grant amount awarded.
- All necessary sign permits must be obtained.
  - Signs must be consistent with the City of Rahway's signage ordinances.
  - Applicant is responsible for obtaining any permits required to do the sign project.
  - Paper, cloth, banners and plastic materials are considered temporary signs and are not applicable.
- Grant will cover sign cost only. Cost of permitting is not included.
- Project must have not commenced prior to the awarding of the requested grant.
- Project must be completed within the six (6) months of the date of the signed grant agreement.
- New businesses must have a lease and zoning permit to be eligible to apply.

### **Review Process**

All grants will be reviewed by the the Rahway Arts + Business Partnership within ten (10) business days from receipt of the fully completed forms. Grant amount and distribution will be determined by the Rahway Arts + Business Partnership Board Committee. Awards will be made on a first come first serve basis. Applicants who deviate from the approved application may be disqualified from this grant program. No applicant will be denied funding due to race, sex, age or religion.

### **Application Process**

- Review these guidelines and complete the attached application.
- Return completed application along with copies of the following:
  - Executed Lease
  - Approved Zoning Permit for the Space
  - Approved Zoning Permit for the Sign along with the rendering/s
  - Proof of payment of the total project costs from a sign company licensed in the State of NJ.
- Walk in or Mail to the attention of the Rahway Arts + Business Partnership 1 City Hall Plaza, 2nd Fl. Rahway NJ 07065
- The Rahway Arts + Business Partnership will make a decision on the application. If approved, the applicant will receive a grant award letter. If not approved, the Rahway Arts + Business Partnership will explain by letter to the applicant the reasons for rejection and what, if any steps can be taken to receive approval.

**Rahway Arts & Business Partnership Signage/Awning Grant Program 2019-2020**  
**Application Form**

**Name of Applicant:**

**Mailing Address:**

**Contact Phone Number:**

**Contact Email:**

**Name of Business:**

**Business Address:**

**Name of Company responsible for creation/installation:**

**Proposed Start Date:**

**Proposed Completion Date:**

**Project Costs (attach supporting documentation):**

The undersigned applicant affirms that the information submitted herein is true and accurate to the best of my (our) knowledge. I (we) have read and understood the conditions of the Rahway Arts and Business Partnership Signage/Awning Grant Program and agree to abide by its conditions and guidelines.

**Signature of Applicant:**

**Date:**

**Attachments:**

- Executed Lease
- Approved Zoning Permit for the Space
- Approved Zoning Permit for the Sign along with the rendering/s
- Proof of payment of the total project costs from a sign company licensed in the State of NJ.