

Sprucing Up Grant Program

Fairfield Convention & Visitors Bureau

The purpose of the Sprucing up Grant Program is to allow downtown businesses and businesses in the Fairfield Cultural District additional funding to improve their curb appeal. Flowers, planters and other visual improvements such as paint and benches qualify.

Who is eligible: Owners and/or tenants of existing commercial buildings within the Downtown and Fairfield Cultural District project area.

Maximum grant amount: \$150, requiring a 1:1 match (at least 50 percent of the cost of the project must be paid for by the owner). One grant will be awarded per business.

Eligible expenses are:

- Planters
- Flowers, shrubs, bulbs
- Paint for facade
- Benches, seating

Ineligible expenses include, but are not limited to:

- Debris disposal
- Grant recipient labor

All work done shall comply with City codes

Successful applicants should preserve and repair historic original materials wherever possible.

FUNDS PROVIDED BY THIS PROGRAM SHALL NOT BE USED FOR MATERIALS PURCHASED OR WORK BEGUN PRIOR TO GRANT APPROVAL. DOING SO WILL DISQUALIFY YOUR APPLICATION.

Program Implementation

1. Application process:

- a. Review these Guidelines and complete the Application below. Fairfield CVB can provide photo examples of the kinds of projects eligible for the grant.
- b. Return completed applications, cost estimates and schedule of completion to the Fairfield CVB office in the Convention Center, 200 N. Main St.
- c. The Fairfield CVB will decide whether to approve the application. If approved, you will receive a grant award letter.
- d. If not approved, the Fairfield CVB will explain by letter to the applicant the reasons for rejection and what, if any, steps can be taken to receive approval.
- e. Individuals with approved applications will be notified and will sign an agreement with the Fairfield CVB.
- f. Upon completion of the project and inspection by Fairfield CVB, grant monies will be distributed on a reimbursement basis. Copies of all applicable invoices and proof of payment must be submitted before reimbursement and within 60 days of completion.

2. Post-Application Procedure

- a. The Fairfield CVB Office will monitor the progress of the project.
- b. Changes in approved work specifications must be approved by the Fairfield CVB office. The Fairfield CVB Executive Director may approve or reject such changes.
- c. Approved changes in work verifications will be attached to the original applications, dated, and signed by the Fairfield CVB. Executive Director.
- d. The applicant and the Fairfield CVB Office will conduct a final inspection before the final payment will be made to the applicant.
- e. Deviation from an approved plan may disqualify the applicant from this grant program.

**Fairfield CVB
SPRUCING UP GRANT PROGRAM**

Application Form

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Project Address and Name of Business:

Does the applicant own the building? Yes No

How long has the business been open? _____

Describe your Sprucing up Project

Estimated Project Cost: _____

Proposed project start date: _____

Proposed completion date: _____

The undersigned applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Fairfield CVB Business Sprucing up Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant: _____

Date: _____