



## **Restaurant Subsidy: Sign and Awning Program**

### **The Program**

The purpose of this program is to offer assistance to new Restaurants in The City of Ramsey to create or change their signs and awnings. The signs and awnings should be designed to enhance and compliment the community as well as attract customers. The Sign and Awning program uses a grant to fund the applicant's project. The grant amount is up to \$1,500. Only one Sign and Awning Program Grant shall be approved per new business. If the cost of the signs and awning exceeds \$1,500, the applicant is responsible for the difference.

### **Eligibility**

Eligible applicants are new for-profit restaurant businesses operating in The City of Ramsey and apply within 12 months of opening to receive this assistance. All signs and awnings must be in compliance with The City of Ramsey zoning ordinance; including any required sign permits. The applicant and/or company must be in good standing with the City, applicant and/or landlords must be current on all municipal taxes, special assessments, City utility bills, or EDA loans.

The Ramsey EDA will review each application on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community.

### **Application Process**

The applicant must submit all required information. The Ramsey Economic Development Authority will make a recommendation on the Restaurant Subsidy: Sign and Awning Program. Applicants will be notified of EDA and City Council meetings and may be asked to attend to present their request for assistance. Any financial assistance for Sign and Awning grants as part of this program is subject to City Council approval. Moreover, such financial assistance is limited by the availability of the Ramsey EDA Fund.

### **Contractor & Permits**

A minimum of two bids per project must be obtained from contractors, the lower of which will be reimbursed, unless the work is done by the applicant. All required permits are the responsibility of the applicant.

\*\*\*Important: Please work with sign professionals and be clear about the sign specifications (i.e. wood vs. metal) when soliciting bids.

### **Work Completion**

Weather permitting; all projects must be completed within 120 days of the funding approval date. If work is completed prior to obtaining funding approval, the applicant can submit an application requesting reimbursement under the guidelines of this program. If the applicant is seeking reimbursement, a final invoice must be included with the application. The final invoice must be dated within 60 days of the date the EDA receives the application.

**Disbursement Process**

After an inspection by the city to verify completion of the work, a check will be issued payable to the program applicant. Before funds can be released, the following must be received by the EDA:

- 1) Final invoice from contractor (or materials list from supplier).
- 2) Photograph(s) of completed project.
- 3) Confirmation of city sign permit and final inspection.
- 4) Final inspection by the city's Economic Development Manager.

# Restaurant Subsidy: Sign and Awning Program Application

Business Owner: \_\_\_\_\_

Property Owner/Management Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address to be improved: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Short Project Description: \_\_\_\_\_

Total Improvement Cost: \_\_\_\_\_ Grant Request: \_\_\_\_\_

Contractor Name Bid Amount

1. \_\_\_\_\_
2. \_\_\_\_\_

**Your application is not complete if you do not include:**

1. Minimum two bids  
(If you are doing the work yourself, attach a copy of the material costs on letterhead from the material supplier)
  1. Sketch/Image of Project
  2. Sign Permit  
(You may apply without a permit, but EDA staff must receive it prior to disbursing funds)
  3. W-9 Form
  4. Photograph(s) of building prior to improvement

**I AGREE with and UNDERSTAND the following:**

I have read and am within the guidelines for the Sign & Awning Grant Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

Prop. Owner/Mgmt Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applications will be reviewed in the order they are received.