

Main Street Portage, Inc.
Façade, Sign, Discounted Paint Program, & Low-Interest Façade
Improvement Loan
Application Process

1. **Application Process:**

- A. Applicant contacts the Main Street Office (117 W. Cook Street) by phone @ 608-745-1861 or email: mainstreetportage@verizon.net to review program information and preliminary project components with the Main Street Director.

Applications and Guidelines for MSP programs are available at the Main Street Office (117 W. Cook Street) and online at:

<http://mainstreetportage.org/Business Assistance.htm>

- B. Applicant gathers necessary project information (estimated costs, start/completion dates, etc.), fills out the application(s) and submits them to the Main Street Director.
- C. The Main Street Director forwards application to the Design Committee for their review.
- D. A meeting with the applicant is scheduled directly after the Design Committee's review wherein the two parties can discuss the project, address questions, and approve/disapprove the applicant's request—if the applicant's request is disapproved, the Design Committee will make recommendations to the project and ask the applicant to modify their application to satisfy the Committee's requirements.
- E. Funds will be dispersed upon successful completion of the project(s) and review by the Main Street Director and/or Design Committee.

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Application

1. I am applying to (check all that apply):

Façade Grant

Sign Grant

Discounted Paint Program

Low-Interest Façade Improvement Loan

2. Project Address: _____

3. Name of Applicant: _____

4. Mailing Address: _____

5. Phone Number: _____

6. Do you own the building? Yes No

If you answered No, please attach a letter from the owner expressing approval of the project proposal.

7. Estimated project cost: _____

8. Please provide a cost breakdown of major categories such as waning, painting, repair, carpentry, electrical, etc. as an attachment to this application.

9. Proposed start date: _____

10. Proposed completion date: _____

11. What is the existing uses(s) of the building? _____

12. The project will involve the building's: _____ Facade—Front; _____ Facade—Rear;

_____ Exterior Side Walls; _____ Roof; _____ Exterior Rear Wall; _____ Tuck Pointing;

_____ Other (please explain)

12. Do you intend to apply for the Historic Preservation Tax Credit for this project (*to be eligible, your building must be registered on the National Register for Federal credits and State Register for Wisconsin Credits*)?

Yes

No

I (we) have read and understand the conditions of the Façade Grant, Sign Grant, Paint Discount Program, and/or Low-Interest Façade Loan and agree to abide by the conditions and guidelines pertaining to each.

Signature of Applicant(s): _____

Date: _____