



## **Business Improvement Grant (BIG)**

### **Grant Guidelines & Information**

1. Priority is given to properties located within the Enterprise Zone.
2. Must be for store front enhancement and beautification. General maintenance purposes are not eligible. Beautification and aesthetic appeal shall be primary purpose.
3. Eligible grantees can be business owners and/or property owners. However, only one BIG can be awarded per property within a three-year period.
4. Generally, BIG applications may be taken throughout the year on a rolling basis.
5. Grant applications shall be rated by a three-person panel appointed by the mayor. Members of the panel must be town residents or town business owners and cannot be a current applicant. They may have been previous applicants.
6. Applicants must fill out and submit the application form.
7. Applications must include “Before” pictures demonstrating the improvements to be made, and subsequently “After” pictures together with invoices substantiating the actual project cost.
8. Applications must clearly identify work done or to be done with a narrative discussing and outlining the improvements.
9. The panel may award up to the budget appropriation as a matching grant to applicants in accordance with their ratings and review. Grants are likely in the range of \$1,000 to \$2,000, however, in all cases the grants are no larger than a 1:1 ratio of the applicant’s expenditures.
10. Total awards will be “capped” at the amount budgeted for that given fiscal year.
11. All improvements must be finished, and invoices approved by town manager prior to receiving grant awarded funds.
12. Applications not funded may be resubmitted the year following their original submission for funding. However, if not funded after third review, they are ineligible for further funding consideration for two years.

