

# Richmond Hill Downtown Development Authority

## Façade Grant Application

CONTACT	Applicant Name
	Mailing Address
	Telephone Number
	Email
PROPERTY AND PROJECT INFORMATION	Business Name
	Property Address
	Project Description
	Estimated Start Date and Project Duration

### GRANT GUIDELINES

#### PROGRAM DATES

- Grants applications are considered as they are submitted at the next DDA board meeting.

#### AWARDS

- Awards are made as reimbursements after the project is completed.

#### DOCUMENTATION

- All expenses must be documented and submitted at the project's completion.

#### CLOSE-OUT

- All façade grants must be closed out and reimbursements made within six months of the award notice or the grant may be cancelled.

Please return grant applications to the City of Richmond Hill, Special Projects Manager, 40 Richard Davis Drive.

### APPLICATION CHECKLIST

- Completed application.
- Budget summary.
- Copies of necessary approvals and permits.
- Photos of building and projects plans.
- Letter of consent from property owner (if tenant is applying).

### FINANCIAL INFORMATION

Estimated Cost of Project  
(Please attach detailed budget summary.)

Amount of Façade Grant applied for

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Applicant signature certifies the façade grant will be completed as described in this application and façade grant guidelines will be followed.