



Downtown Everett Association Storefront Enhancement Grant



Improving Downtown Everett's visibility, attractiveness, safety, and shopability through financial support to business and property owners who embark on projects to improve the appearance of their storefronts

Funding for the Storefront Enhancement Grant is made possible by the Downtown Everett Association and the city's Everett Forward Grant Program. The project is being supported, in whole or in part, by federal award number 21.027 awarded to City of Everett, Washington by the U.S. Department of the Treasury.



Downtown Everett Business Enhancement Grant

The Downtown Everett Business Enhancement Grant is intended to provide financial support to business and property owners who embark on projects to improve the appearance of their building facades and storefronts with the aim of improving the district's visibility, attractiveness, safety, and shopability.

A total of \$37,500 is available to be awarded on a competitive basis. Up to \$3,750 will be awarded to each approved applicant. **The deadline to apply is September 7, 2022.**

Who Qualifies:

- Commercial property owners/tenants within Everett's Downtown Improvement District (DID) boundaries
- The business must be on the ground floor, fronting a public sidewalk.
- The applicant must be current with property taxes, assessments, city license fees, city business taxes, and permit fees.

Use of Funds:

Funds may be used to reimburse costs of materials, labor, and design/consulting fees for the following types of projects:

- | | |
|------------------------------|---|
| ▪ Exterior/interior painting | ▪ New flooring |
| ▪ Lighting improvements | ▪ Door/Window repair or replacement |
| ▪ Exterior signage | ▪ Repair of historical architectural features |
| ▪ Awnings | ▪ Planters/Curb Appeal enhancements |
| ▪ New display fixtures | ▪ Outdoor Seating |

Other types of improvements may qualify on a case-by-case basis; please contact Liz Stenning at liz@downtowneverettwa.org to inquire about project eligibility. *Routine or deferred maintenance is NOT eligible for funding.*

Terms:

- Projects can receive the grant maximum of \$3,750 but, also, may receive less depending on the actual request, proposed scope of improvements, discretion of the selection committee based on set criteria, or availability of funds.
- All projects must adhere to applicable zoning and building codes; some projects may require City of Everett permits.
- Property Owner Authorization must be submitted for work outside the applicant's lease agreement.
- Expenses must not have been incurred prior to June 1, 2022.
- Proof of costs and payment, in the form of paid invoices, will be required.
- The deadline to complete the project and submit receipts is March 31, 2023.

How to Apply:

Applications can be submitted via email to grants@downtowneverettwa.org or delivered to the DEA office at 2707 Colby Ave, Suite F.

*For more details and answers to frequently asked questions, go to **www.downtowneverettwa.org/grant***

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Downtown Everett Business Enhancement Grant Application

Deadline to Apply: September 7, 2022

Applicant Status: Property Owner Business Owner/Tenant

Applicant Name: _____

Business Name: _____

Business Address: _____

Mailing Address (if different): _____

Phone Number: _____ **Email:** _____

Briefly describe your proposed improvements and how your project will improve the district's attractiveness, safety, and/or shopability:

Total Projected Costs: \$ _____

Total Funds Requested: \$ _____ (not to exceed \$3,750)

Does your project require a City of Everett Permit? Yes No

(Optional) Please check all that apply:

Woman-owned/led

BIPOC-owned/led

LGBTQ-owned/led

Veteran-owned/led

Signature: _____

Applicant

Date

Return Application To:

Downtown Everett Association, 2707 Colby Ave Ste F, Everett WA 98201

Email: grants@downtowneverettwa.org

Questions?

Contact Liz Stenning at (425) 258-0700 x 100 or liz@downtowneverettwa.org



Downtown Everett Business Enhancement Grant

Scope of Work

Description of Improvement	Estimated Cost
Project 1:	
Project 2:	
Project 3:	
Project 4:	
Total Projected Cost:	\$

Total Funds Requested: \$_____

Please Note: Award amounts will not exceed \$3,750 and may be less depending on overall fund availability.

Example Scope of Work

Description of Improvement	Estimated Cost
Project 1: Paint exterior front of building; includes materials and labor	\$1,000
Project 2: Contractor to add new light fixtures to exterior entrance area; includes materials, labor, upgraded conduit, and city permit	\$3,500
Project 3: Contractor to replace fabric on existing awning; includes materials, equipment rental, and labor	\$2,500
Project 4:	
Total Projected Cost:	\$7,000

Total Funds Requested: \$ \$3,750



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Property Owner Authorization Form

To be completed if applicant is not the property owner and improvement projects are outside the tenant's lease agreement.

By signing below, I verify that I have reviewed the proposed project/activities and authorize the individual identified as the applicant to act as my authorized agent with regard to the project/activities described. I hereby affirm that I am the owner of the property located at:

Property Address: _____

City: _____ State: _____ Zip Code: _____

Printed Building Owner Name: _____

Email Address: _____ Phone Number: _____

Signature: _____
Property Owner Date