



**Mission**

Create vibrant commercial corridors, safe neighborhoods and a strong community.

**Christopher A. Koetzle** Supervisor



**R.E.D.I.**

Revitalization and Economic Development  
Investment

**2023 FAÇADE & SIGN GRANT  
PROGRAM**

## PROGRAM

The Town of Glenville Business Sign Replacement Grant Program provides a 50/50 funding match (\$10,000 maximum grant, via reimbursement) for small businesses (25 employees or less) who are seeking to make storefront façade improvements or to (re-)place one on-site business sign, funded through the town’s Revitalization and Economic Development Investment (REDI) fund. Second or additional signs will not be funded under this program, nor will work that does not comply with the local zoning code.

## TOTAL 2023 FUNDS AVAILABLE

The Town will make available up to \$10,000 in funding through the REDI fund in 2023. This is a reimbursement program. Funding will be delivered only upon completion of the sign installation and submission of a paid bill from the sign company/installer to the Town for verification. Photos of the completed project should also be submitted. This is a competitive grant program. Applications must meet eligibility criteria in order to be fundable. If the Town receives more eligible projects than there is funding available, grant awards may be less than requested.

## PROGRAM GOALS

The Business Sign Replacement Grant Program is being offered as a means to assist local businesses in funding an important element of business operation that is often overlooked or delayed by business owners due to budget priorities. In providing funding for business sign replacement, it is the intent of the Town to promote uniformity in signage so as to improve the overall appearance of the Town’s business community, to meet the objectives of the Town’s various master plans, and to generate business and thus improve the economy of the Town.

## ELIGIBILITY

In order to qualify for funding under this program, the applicant must meet all of the following criteria:

- The new sign must be fully compliant with the Town Code, except in those instances where the existing sign to be replaced was previously rendered nonconforming through no action or fault of the applicant or businessowner.
- The applicant shall be a business owner, business tenant or landowner on whose property a business is located, situated within the Town of Glenville, including within the Village of Scotia.
- The business must be in compliance with the Town of Glenville Zoning Ordinance relative to land use. In other words, nonconforming businesses are not eligible for funding, unless the business was rendered nonconforming through no fault or action of the current owner or previous owners.
- The landowner must be current on property tax payments.
- The landowner or business owner shall not have been convicted of a violation of the New York State Building Code or the Town’s Zoning Code, or convicted of a crime involving the subject business within the past three years.

## APPLICATION DEADLINE

Applications for funding will be accepted through 5:00 p.m. on Friday, September 29, 2023.

## PRIORITIES FOR FUNDING

This grant program is open to all small businesses in the Town of Glenville, subject to the eligibility criteria noted above. If there is a great deal of competition for funding, priority will be given to businesses that meet one or more of the following criteria:

- All work must conform to the town zoning code.
- The business owner is also the property owner or has the owner’s written permission.
- The contractor or sign company/installer is Town of Glenville-based.
- The business is in a high visibility location on a high traffic volume road.
- A significant portion of the business’s customers are “impulse stop” motorists who might not otherwise stop were it not for the business sign.

## EXPIRATION OF FUNDING

All sign replacement projects must be completed and a paid bill submitted to the Town from the sign company/installer no later than December 31, 2023 in order for the grantee to be reimbursed for their sign project. Any work done after December 31, 2023, even if the Town has approved the project for funding, will not be eligible for reimbursement from the Town.

## APPLICATION REVIEW PROCESS

Applications for funding will be reviewed by a three-person committee consisting of Town of Glenville staff from the Public Works, Planning and Building Departments. During the course of its evaluation of the application, the committee may contact the applicant in order to verify or clarify information.

## BUILDING OR SIGN PERMIT

Grant recipients are still obligated to apply for a building or sign permit from the Town’s Building Department prior to beginning work on the façade or sign installation.

**If you have questions, or for assistance with your application, please contact Lynn Walkuski of the Town of Glenville Economic Development and Planning Department at (518) 688-1200, ext. 7 ([lwalkuski@townofglenville.org](mailto:lwalkuski@townofglenville.org))**