



Mission

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

Christopher A. Koetzle Supervisor

R.E.D.I.

Revitalization and Economic Development
Investment

**2022 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 businesses 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 2022 FUNDS AVAILABLE

The Town will make available up to \$10,000 in funding through the REDI fund in 2022. This is a reimbursement program. Funding will be delivered only upon completion of the sign installation and submission of a bill from the sign company/ installer to the Town for verification. 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 business owner.
- 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, May 3, 2022.

PRIORITIES FOR FUNDING

This grant program is open to all 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 bill submitted to the Town from the sign company/installer no later than December 31, 2022 in order for the grantee to be reimbursed for their sign project. Any work done after December 31, 2022, 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 Melissa Cherubino of the Town of Glenville Economic Development and Planning Department at (518) 688-1200, ext. 7 (mcherubino@townofglenville.org)



Revitalization and Economic Development Investment

Application for Grant Funding

Please note that this is a reimbursement grant program, and all work must be completed by 12/31/22 in order to receive funding. The Town will reimburse you upon completion of the project, following submission of a copy of the bill from the sign company/contractor.

Name: _____ Name of your business: _____

Home address: _____ Business address: _____

Daytime phone number: _____ E-Mail address: _____

Are you the property owner? _____

If no, name and address of property owner: _____

Property owner's telephone number: _____

Amount of funding you are requesting (*you can request up to 50% of your materials, labor and installation costs, up to \$10,000*): \$ _____

Cost estimate for new sign (*upon completion of the project, you will need to submit a copy of the written bill verifying actual final cost prior to being reimbursed by the Town of Glenville*):

\$ _____

Name and telephone number of sign company/contractor: _____

Location, description and dimensions of sign you are looking to replace: _____

Information about the façade improvements or new sign (must comply with all Town codes):

Proposal: _____

Type of work or sign (i.e. wall, monument, pole): _____

Dimensions of work or sign: _____

Exterior lighting method (if any): _____

Material of proposed work, sign face and/or support structure(s): _____

Colors of proposed work, sign face, lettering and logo (if applicable): _____

Proposed location on the property: _____

Please include a diagram or rendering of any proposed new work, or any signage on a site plan with dimensions.

Note: Grant recipients are still obligated to obtain a building or sign permit from the Glenville Building Department prior to starting façade work or installation of signage.

ALL INFORMATION IS SUBJECT TO VERIFICATION

I affirm that the statements made on this application are true under penalties of perjury.

Signature of Applicant

Date

Please submit your application to:

Town of Glenville Economic Development and Planning Department
Town of Glenville Municipal Center
18 Glenridge Road
Glenville, NY 12302

Applications must be received by the Town of Glenville, either by mail or in person,
no later than 5:00 p.m. on May 3, 2022.

If you have any questions, please contact either Melissa Cherubino of the Town of Glenville Economic Development and Planning Department at 688-1200, ext. 7.

Questions may also be e-mailed to mcherubino@townofglenville.org