City of Melrose Façade Incentive Grant Application

General Information				
Applicant's Name(s)				
Business Name				
Phone Email				
Business Address				
If you are a tenant under lease, provide the following info	rmation:			
Building Owner's Name Phon	e			
Building Owner's Address				
Year of Lease Expiration Please attach written approval from the building owner, if applicab	le.			
Proposed Improvements				
Description of Proposed Work				
Name of Contractor Please attach drawings of proposed signage and its placement on fa				
Budget				
Cost of improvements	\$			
AMOUNT REQUESTED FROM FACADE GRANT PROGRAM (50 percent of cost, maximum \$500 or \$1,000 for loan recipients) Please attach at least two cost estimates.	\$			
I HEREBY CERTIFY THAT THIS IS AN APPLICATION FOR IMPROVEMENTS <u>HAVE NOT BEEN ERECTED OR FABRICATE</u> WORK WILL NOT COMMENCE PRIOR TO RECEIPT OF WRITTEN THE OFFICE OF PLANNING AND COMMUNITY DEVELOP FABRICATION OR COMMENCEMENT OF THE WORK PRIOR TO FOR DENIAL OF MY FAÇADE INCENTIVE GRANT APPLICATION	D IN WHOLE OR IN PART. THE APPROVAL OF THE DESIGN BY MENT. I UNDERSTAND THAT SUCH APPROVAL IS GROUNDS			
Signature of Applicant	Date			

Checklist: \Box Application \Box Drawing of the proposed improvements \Box Two written cost estimates for the work (onvendor letterhead) \Box Letter of approval from landlord (if applicable) \Box W-9 Form

City of Melrose Façade Incentive Grant Application

- An applicant (tenant or property owner) may be reimbursed for 50 percent of the cost of façade improvements, up to a maximum of \$500 per project. Applicants who are recipients of a Small Business/Microenterprise Loan from the City of Melrose may receive up to \$1,000 per project (although still not exceed 50 percent of the total cost).
- Priority will be given to Businesses located within the Massachusetts Small Cities Program target area. This area includes the downtown, Franklin Square, Melrose Highlands, Wyoming, and Melrose Depot commercial areas (target area map is available at Office of Planning and Community Development).
- A completed Façade Incentive Grant application form must be submitted to the Office of Planning and Community Development along with specifications (and if applicable, drawings of the proposed work).
- The application and drawings must receive written approval from the office of Planning and Community Development before work can begin.
- Tenants must also receive written approval from their landlord.
- At least two written cost estimates are required. These should be on vendor letterhead and both should be for the work.
- A building permit is always required. Businesses located within the Downtown Melrose Historic District must obtain a Certificate of Appropriateness from the Historic District Commission prior to issuance of a building permit. This will depend on the extent of the work and whether it is a significant change to the building's architecture.
- The improvements must not be altered for a period of five (5) without written consent of the City.
- The applicant must have the Office of Planning and Community Development inspect the work and approve in writing that it is completed in an acceptable manner prior to paying the contractor. After the contractor is paid, the applicant may submit the paid invoice to the Office of Planning and Community Development to be reimbursed for the City's portion of the façade improvements.
- All work must be completed within six (6) months of the date of the City's commitment letter.
- The City cannot be held liable in labor or other disputes arising from work funded by this program.
- The Office of Planning and Community Development reserves the right to reject any and all Façade Incentive Grant applications.
- Grants are for new work only. Work commenced prior to receipt of written approval of the façade improvements from the Office of Planning and Community Development is grounds for denial of the grant application.
- The Office of Planning and Community Development staff can offer technical assistance and referrals to applicants. For more information, call 781-979-4190.

City of Melrose Sign/Awning Resources

Signmakers

Sardella Sign & Graphics 68 North Avenue Wakefield, MA 01880 781-245-1988

SignArt 60 Sharon Street Malden, MA 02148 781-322-3785

Sign Edge 21 Wilber Avenue Saugus, MA 01906 781-558-5289 signedge@comcast.net

<u>Awnings</u>

Atlantic Awning 270 Franklin Street Melrose, MA 02176 781-665-4040

Sign Edge 21 Wilber Avenue Saugus, MA 01906 781-558-5289 signedge@comcast.net Gamit Signs 24 Spencer Street Stoneham, MA 02180 781-438-5280

Fast Signs of Waltham 922 Main Street Waltham, MA 02451 781-642-7446

Sign-A-Rama 184 Broadway Route 1 N Suite 11 Saugus, MA 01906 781-941-2066

William Blanchard Co., Inc. 486 Main Street Wakefield, MA 01880 781-245-8050

Fast Signs of Woburn 400 W Cummings Park Suite 1975 Woburn, MA 01801 781-938-7700 www.fastsigns.com/214-woburn-ma Sachem Signworks 124 Main Street Saugus, MA 01906 781-941-8007 www.sachemsignworks.com

Batten Bros. Sign 893 Main Street Wakefield, MA 01880 781-245-4800

Fast Signs of Woburn 400 W Cummings Park Suite 1975 Woburn, MA 01801 781-938-7700 www.fastsigns.com/214-woburn-ma

Sign-A-Rama 184 Broadway Route 1 N Saugus, MA 01906 781-941-2066

New England Awning and Canvas Co. 53 Ocean Street Lynn, MA 01902 781-595-3443 ► Go to www.irs.gov/FormW9 for instructions and the latest information.

	2 Business name/disregarded entity name, if different from above			
s on page 3.	following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)		
type	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶	· · · · · · · · · · · · · · · · · · ·		
Print or type. Specific Instructions	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is	Exemption from FATCA reporting code (if any)		
ecif		Applies to accounts maintained outside the U.S.)		
See Sp	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and	d address (optional)		
6 City, state, and ZIP code				
7 List account number(s) here (optional)				
Par	t I Taxpayer Identification Number (TIN)			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid Social security number				
reside	p withholding. For individuals, this is generally your social security number (SSN). However, for a nt alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>			

TIN, later.			-
Note: If the account is in more than one nar	me, see the instructions	for line 1. Also see Wha	t Name and
Number To Give the Requester for quideline	es on whose number to e	enter	

Certification Part II

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign	Signature of	
Here	U.S. person ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

or

Employer identification number

• Form 1099-S (proceeds from real estate transactions)

Date 🕨

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest),
- 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.