



Netcong Community Partnership New or Expanding Business Grant Application & Guidelines

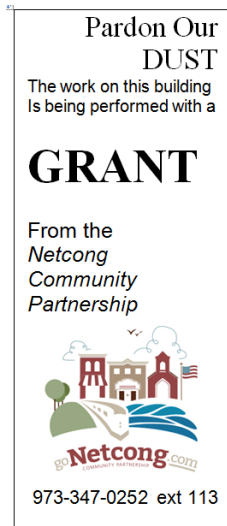
GRANT REQUIREMENTS

The Netcong Community Partnership (NCP) works to attract, retain, and promote businesses in order to add to the quality of life and economic vitality of Netcong.

Our grant program provides funding to owners of new businesses moving to the Special Improvement District or existing businesses that expand within the district. Expansion is defined as: adding square footage to an existing building, acquisition of neighboring property, addition of outdoor seating or service areas that thereby add taxable value to the property or moving to a larger facility within the district. A maximum of \$500.00 will be awarded to businesses that meet the following criteria:

Eligibility & Conditions

- Owners or new tenants that are moving to (not within) the Special Improvement District. Owners or tenants of property currently located within the Borough of Netcong Special Improvement District and are expanding. Expansion is defined as adding square footage (taxable value) to the existing property. Tenants must apply jointly with property owners.
- Property must be current on Borough property taxes.
- Project components must have a useable life of at least ten (10) years
- All work must be completed within six (6) months from the date of NCP's Notice of Award.
- Grants are awarded on a dollar to dollar match, not to exceed \$500.00.
- Grant recipients must provide the NCP with photographs of aesthetic improvements before and after the completion of work. Photographs must be taken from the same vantage point. These photographs will be used by the NCP for marketing purposes.
- Grants will not be awarded for work completed prior to grant application date.
- Only one (1) grant per property within a five year period.
- Only one (1) grant per business within a five year period.
- All work must comply with all applicable laws, ordinances, building codes, and zoning ordinances and contractor or owner must secure proper permits prior to commencement of work.
- Once a grant is awarded, grant recipients must display the NCP Grant Award Signage in the window on the pedestrian side, in plain view of the public. Signage must remain in place a minimum of 60 days after the completion of funded project.
- Grants are awarded on a first come, first served basis contingent upon appropriated funds.



Eligible Costs

- Repair or replacement of front façade or addition of windows, doors, walls or other appropriate architectural elements
- Awnings or exterior canopies

- Conversion of storefront
- New outdoor café seating
- Restoration of historic elements (both interior and exterior)
- Exterior landscaping, outdoor cafes or seating areas
- All materials and labor for work performed in association with above-mentioned improvements

Ineligible Costs

- Property acquisition, mortgage, land contract financing or loan fees
- Building permit fees
- Maintenance items: Roofs, building systems, parking lots, electrical or mechanical work, etc.
- Interior renovation or work that is not associated with expansion
- Interior or exterior signage of any kind
- Furnishings, trade fixtures, display cases, counters, computers, equipment or other items taxed as personal property

Please note that the aforementioned examples of eligible and ineligible costs are not all-inclusive and final determination of eligibility requirements are governed by the NCP Board.

Grant Payments

- NCP grants are awarded to recipients as reimbursements.
- All work must be in compliance with the aforementioned requirements and original receipts for work performed must be provided in order to receive reimbursement.
- In order to receive grant reimbursement, the establishment must be open for regular business.

Project Priorities

NCP Grants are competitive, meaning that the most viable projects will be selected for grant funding. The more documentation (photographs, renderings, sketches, estimates) you are able to provide about your project will increase your chances of receiving grant funding.

Applications containing the following characteristics will have priority in the appropriation of NCP funding:

- Projects containing a high ratio of private to public dollars
- Projects designed to resolve deteriorated, inappropriate or unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, unsightly storefronts, etc.)
- Projects that enhance pedestrian movement from the rear to the front of buildings
- Projects designed to restore the historic condition of the building façade
- Projects that will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades)

Grant Funding Timeline

Please note that if the grant application deadline falls on a weekend or a holiday, the deadline for the grant shall be the following weekday.

Deadline	Grant Cycle 1	Grant Cycle	Funding Cycle	Funding Cycle
Grant applications	January 2nd	April 2nd	July 2nd	October 2nd
Reviewed by Grant Subcommittee	Prior to the end of January	Prior to the end of April	Prior to the end of	Prior to the end of
Final Approval by Board	2 nd week of February	2 nd week of May	2 nd week of August	2 nd week of November
Project Completion & Reimbursement request to NCP Board	Six months from date of Award Letter	Six months from date of Award Letter	Six months from date of Award Letter	Six months from date of Award Letter

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Netcong Community Partnership GENERAL GRANT APPLICATION INFORMATION

Application Date _____ / _____ / _____

Property Address _____

Business Owner _____

Business Owner Address _____

Business Owner Phone _____ Business Owner Email _____

Business Owner Fax Number _____

Property Owner _____

Property Owner Address _____

Property Owner Phone _____ Property Owner Email _____

Property Owner Fax Number _____

Is this business currently located within the NCP District? Yes No (Circle One)

Is this business expanding? Yes No (Circle One)

Amount of square footage to be added to building _____

Is this an existing or a new business? New Existing (Circle One)

If this business is relocating, when was this business established? _____

If this business is relocating, please list current address _____

Estimated start date of project: _____ / _____ / _____

Estimated completion date of project _____ / _____ / _____

Amount requested \$ _____

Supplementary Grant Information Checklist

- Attach a narrative describing in detail how this project will benefit the Special Improvement District and a description of your project.
- Attach architectural plans, renderings, sketches or illustrations depicting the work to be performed.
- Attach a breakdown of the costs associated (estimates) with your project. Please include the entire project cost and the amount you are requesting.
- If grant applicant is a new business owner, please attach a copy of your company's business plan with this application.

ALL DECISIONS CONCERNING ASPECTS OF THE GRANT APPLICATION PROCESS, INCLUDING ELIGIBILITY AND/OR CONTAINING ELIGIBILITY FOR GRANTS ARE WITHIN THE SOLE DISCRETION OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND FINAL

Please return grant application and supporting documentation to:

Netcong Community Partnership
Executive Director
23 Maple Avenue
Netcong New Jersey, 07857

Please contact ncp@netcong.org or 734-324-7298 for questions. For more information on the NCP please visit our website at www.gonetcong.org

PLEASE RETAIN A COPY OF THIS ENTIRE APPLICATION FOR YOUR RECORDS. PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY, AS INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.