

# Awning &

# Signage Grant

**PURPOSE:**

To encourage improvements of awning and signage on first floor space properties in Downtown Oak Park (see attached map) which enhances the ambiance and character of the Downtown Oak Park environment.

**TERMS:**

Grants to cover up to 50% of improvement cost, with \$2000 maximum grant per storefront. No Minimum. One third of grant is paid upon receipt of paid invoice, 1/3 is paid at 6 months and the final 1/3 paid at 12 months.

Grant applications will be approved based on satisfaction of the following: availability of funds, design standards as maybe set by Downtown Oak Park and upon meeting the Special Service Area Sign Ordinance requirements.

Final approval will be made in the sole discretion of the Downtown Oak Park Board of Directors or a duly authorized committee of Board members appointed by the Board.

**CRITERIA FOR ELIGIBILITY:**

Owners and tenants of first floor space in Downtown Oak Park are eligible with the following conditions:

1. A tenant applying for the grant must be a member in good standing of Downtown Oak Park. An Owner/Member may apply for the grant if the tenant involved is also a member of Downtown Oak Park.
2. A tenant must have at least three years remaining on a current lease at the time of the application.
3. If the applicant is other than the property owner, a written authorization must accompany the application stating that the applicant has the authority of the building owner to make the proposed improvements and participate in the program.
4. The grant application must include two written cost estimates of signage or awning.
5. The complete application must be submitted to Downtown Oak Park before the project is begun. No grant application will be considered after the sign or awning is installed.
6. The design of the sign or awning must be reviewed and approved by Downtown Oak Park before the project is begun. Design emphasis should be on those plans which bring out and enhance the original character of a building or plans which at least compliment original architecture and are in keeping with neighboring buildings. Any changes in the approved plans must be presented in writing to the Downtown Oak Park office for approval prior to their implementation.
7. Improvements must conform to all Village code and ordinance requirements including amend others, the requirements of the "Ordinance Establishing Standards for Signs in Special Service Area #1

8. When a grant has been approved for a specified store front, no further grants concerning that storefront will be considered for a period of five years. Exceptions may be allowed at the sole discretion of the Downtown Oak Park Board of Directors in the event of a completely unrelated new tenancy within the five year period.

#### **Awning & Signage Grant Application Checklist**

The following must be included with the application form when applying for an awning & signage grant.

--Completed application form

--Two separate contractor bids

--Letter of approval from the landlord (if applicant is a tenant)

--Elevation drawings to scale of signage and/or awning proposed for the building or storefront (must include both side views). Rendering of lettering and graphics to be placed on the awning or sign.

*(Note that in accordance with the Village of Oak Park Sign Ordinance, graphics and lettering are not permitted on the sides of an awning or sign.)*

# Awning & Signage Grant Application



DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

APPLICATION NAME: \_\_\_\_\_

APPLICANT IS: \_\_\_\_\_ owner \_\_\_\_\_ purchaser

\_\_\_\_\_ tenant \_\_\_\_\_ future tenant

IF TENANT: Length of lease: \_\_\_\_\_

IF OWNER: Lease expiration date: \_\_\_\_\_

SIGN / AWNING BID #1 Amount: \_\_\_\_\_

Company: \_\_\_\_\_

SIGN / AWNING BID #2 Amount: \_\_\_\_\_

Company: \_\_\_\_\_

Description of sign/awning colors: \_\_\_\_\_

Materials of construction: \_\_\_\_\_

Wording of sign/awning: \_\_\_\_\_