



CLEVELAND ECONOMIC DEVELOPMENT CORPORATION
BUSINESS IMPROVEMENT GRANT (B.I.G.) PROGRAM
APPLICATION

NOTE: Funds for reimbursement are dependent on money budgeted and available at the time of application

Date: _____

Name of Applicant: _____

Name of Business: _____

New or Existing Business: ___ New ___ Existing Number of years in operation: _____

Existing number of jobs: _____ Full-time _____ Part-time _____

New jobs (full-time): _____ New jobs (part-time): _____

Property Owner: _____

Address of Property: _____

Description of Improvements: (Add attachment if needed)

Cost of Improvements: _____

Estimates/Quotes of Improvement Costs Attached: ___ Yes ___ No

If leased facility, provide the following information (attach copy of current lease):

Current Landlord: _____

Address: _____

Phone Number: _____

-----STAFF USE ONLY-----

Is additional information requested from applicant? ___ Yes ___ No

Date submitted: _____ Date Approved: _____

Amount approved: \$ _____ (Not greater than 50% of the cost of improvement)



**DOCUMENTATION CHECKLIST
FOR
BUSINESS IMPROVEMENT GRANT (B.I.G) PROGRAM**

As a part of this application, the following documentation is being provided by the applicant:

- _____ Request Letter describing proposed project and the need for grant funds
- _____ Establishment of business entity name
(Copy of Articles of Incorporation, dba, etc.)
- _____ Copy of lease agreement (if facility is leased)
- _____ Vicinity map of subject property (Exhibit A)
- _____ Estimates of proposed improvements (Exhibit B)
 - Itemized work estimates which include details and information such as color samples of paint, fabric, sign material, renderings, mockups, architectural elevations, etc.
- _____ Digital Pictures of Property and area to be improved (Exhibit C)
- _____ If submitting your application online:
Signature and Notary Seal required once approved