

Laramie Beautification Committee

BEAUTIFICATION MATCHING GRANT APPLICATION

In order for this request to be considered, the applicant must submit this application before the proposed project or improvement work begins.

PURPOSE: To assist existing businesses, and individuals with aesthetic improvements on the exterior of their buildings and/or lots. For example, matching funds can be used for aesthetic improvements such as landscaping, public art, lighting, and other capital, visual enhancements that are viewable to the public that go above and beyond what is required in City and County code.

MISSION: The mission of the Laramie Beautification Committee (LBC) is to identify and facilitate the creation, and installation of aesthetic beautification projects that will benefit economic development and enhance the quality of life in the City of Laramie and Albany County.

ELIGIBLE APPLICANT: Building owners or business tenants, home owners or home renters with a letter of support from the property owner, within the City of Laramie are eligible to apply for Beautification Matching Grant funds. The grant offers a 1 to 1 match of a maximum amount of \$2,000 per project.

Applicants can be awarded one grant per fiscal year. The Laramie Beautification Committee's fiscal year is from July 1 – June 30.

Return complete application to the Laramie Beautification Committee via email to Stan Dolega at BeautifyLaramie@gmail.com no later than May 1 for the current funding cycle.

Applications will be reviewed during the LBC's regularly scheduled meetings. With a limited amount of funding, applications will be processed in the order received, on a first come first serve basis or until funds are expended.

SUBMITTAL REQUIREMENTS

1. Meet with a member of the Laramie Beautification Committee to ensure that the scope of work is eligible for the grant.
2. Complete, sign and return the application to the LBC
 - a. If the applicant is the owner of the building, please submit a copy of the property tax bill to verify ownership (You can redact the tax dollar amounts).
 - b. A tenant needs a notarized letter of approval from the property owner that includes the tax bill as described above.

3. Submit a detailed written summary and sketch of improvements along with material samples when applicable and color photographs of the existing structure or area.
 - a. Images and graphics should be emailed as jpgs or pdfs to BeautifyLaramie@gmail.com
4. Construction bid with cost estimates for each improvement.
5. Evidence that the grantee complies with the City of Laramie Codes.
6. Demonstrate matching funds and the source and amount of the funds. Matching funds must be a one to one match up to \$2,000.

Once your application is submitted, it will be reviewed by the LBC board members. If you have any questions, you are encouraged to discuss your application with a board member prior to approval. The project must be complete within one (1) calendar year of the approval date. The LBC board may request a presentation from the applicant prior to application approval.

APPLICATION

Name _____

Business _____

Address _____

Phone Number _____ Email _____

Provide a one sentence summary of your proposal: _____

ESTIMATED TOTAL COST OF PROPOSED IMPROVEMENTS

Item	Improvement	Cost Estimate
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total:	

CHECKLIST

- 1) Contact LBC to discuss proposal before submitting application
- 2) Complete application form
- 3) Proof of ownership or a notarized letter from property owner
- 4) Detailed summary of proposed improvements. Include color and material samples.
- 5) Estimates for materials, labor, etc.
- 6) Itemized cost of project improvements.
- 7) Color photographs that display the existing site/condition of the property.
- 8) Building and/or site plans for improvements.
- 9) Evidence that the grantee complies with City of Laramie Codes.
- 10) Demonstrate matching funds and the source and amount of funds.

I UNDERSTAND THAT IN ORDER FOR MY REQUEST TO BE APPROVED, I MUST AGREE TO THE FOLLOWING:

1. That I shall incur all initial project costs and receive reimbursement when:
 - a. My application is approved by the LBC
 - b. All improvements have been complete.
 - c. Proof of payment for project costs has been received.
 - d. Digital photos of the project (before and after) in jpg form are emailed to BeautifyLaramie@gmail.com
2. Additional improvements or changes not approved shall not be funded.
3. I shall hang a sign, provided by the LBC, in or on my building at eye level during the duration of the project and for one (1) year from the date the application is approved, recognizing the LBC as a sponsor.

I ACKNOWLEDGE THAT I UNDERSTAND THE BEAUTIFCATION MATCH GRANT PROGRAM AND SHALL FOLLOW ALL CONDITIONS AND GUIDELINES OUTLINED IN THIS APPLICATION.

APPLICANT'S SIGNATURE _____ DATE _____

OFFICE USE ONLY _____

APPLICATION RECEIVED BY _____ DATE _____

REVIEWED BY LBC ON _____