

**BUFFALO COMMERCIAL REVITALIZATION and/or New Business Start Up
MATCHING GRANT PROGRAM
APPLICATION**

New Business? _____ (Skip #5 & 6)

New business must remain open 1 year to receive funds.

Application Date: _____

Buffalo Chamber membership current? _____

1. Building Owner(s) Name _____

2. Business Name and Address _____

3. Building Owner Mailing Address _____

4. Building Owner Phone _____

5. Estimated total cost of project _____

Paint	_____
Signage	_____
Repair or replacement of windows or doors	_____
Awning replacement/upgrade	_____
Sidewalks	_____
Labor	_____
Other	_____

6. Start Date _____ Projected finish Date _____

7. Items needed to attach to this application:

- a. Current **photograph** of property to be improved _____
- b. **Drawing/sketch** of proposed improvements _____
- c. **Written description of proposed improvements**, including materials and colors
- d. **Copies of any estimates or bids should be attached.**
- e. Proof of Ownership
- f. Proof of Insurance

Applicant Signature(s): _____

Submit to:

James Leonard
Town Hall
610 North Hoy Street
P.O. Box 439
Buffalo, OK 73834
580-735-2030 buffalo@pldi.net

Buffalo Commercial Revitalization and/or New Business Start Up Matching Grant Program

Purpose of the Program

The Buffalo Community Foundation has established this property improvement program to encourage rehabilitation, reinvestment, and new development in the downtown area of our community. The goal of this program is to improve the physical appearance and assist in revitalizing the downtown area of our community.

Eligible Properties

Property owners and developers within the boundaries of the Commercial Revitalization Program are eligible for the matching grant program, those located along Hoy and Turner Streets*.

Those having membership in Buffalo Chamber of Commerce will have priority.

*Exceptions to this may be considered by Program Administrator.

Eligible Projects

The Types of projects which may be funded include, but are not limited to, the following:

- Façade brick or wall surface cleaning
- Patching and painting of façade walls
- Signage or lighting replacement/repair
- Canopy, porch, awning installation/repair
- Window and/or door replacement/repair
- Façade mortar joint repair (tuck-pointing)
- Cornice Repair and/or Replacement
- Roof repair / replacement
- Replacement/repair to sidewalk

Compliance with Existing Building Codes and Regulations

All improvement projects seeking incentive funding must conform to existing building codes and regulations of the Town of Buffalo, and as applicable, to receive approval from the Buffalo Commercial Revitalization Program Administrator.

Funding Formula

Subject to the availability of funding, matching grants will be awarded to cover up to 50% of the cost, up to a maximum grant award of \$500.00* per project for exterior improvements to buildings. No more than one grant per property may be awarded, unless subject to committee approval and funding availability. A property can be shown to have multiple store fronts and therefore should be considered exempt from this limitation. All applications will be considered on a case-by-case basis. Interior work and award amount may be considered/approved by the Buffalo Commercial Revitalization Program Administrator. Grants will be subject to committee approval and based on funding availability.

**This amount could increase according to additional donations to this fund.*

Application Process

1. All Applications must be submitted to the Buffalo Commercial Revitalization Program. Applications can be requested via postal mail, e-mail, can be downloaded from www.BuffaloOklahoma.com, or picked up at Town Hall (610 North Hoy, Buffalo).
2. All applications must include sketches, architectural drawings and/or explanations of proposed work as well as cost estimates or construction bids.

3. Applicants will be notified in writing of the decision of the application within 30 days of the receipt of a fully-completed application. Incomplete applications will not be accepted. Any amendments, additions, deletions, or other changes to the original application must be approved by the Buffalo Commercial Revitalization Program Committee in order to assure that grant funds be awarded. Once the application is approved, the property is eligible for reimbursement according to the application submitted for up to six months. After six months from the application approval letter, the reimbursement will no longer be applicable and a new application must be submitted for reimbursement.
4. All grants are awarded on a reimbursement-only basis. Copies of invoices AND paid receipts, and canceled checks must be submitted within thirty working days of project completion. Following satisfactory site inspection of the completed project by the Program Administrator, payment of the grant to the applicant will be authorized and payment will typically come after the next Town Council meeting. A copy of the signed building permit from the Town of Buffalo that signifies completion of the project must be submitted (not all projects require a building permit). If the site inspection is not satisfactory, the applicant will be notified and allowed up to sixty working days for correction of unsatisfactory items.
5. Properties that have received funding will not be eligible for additional funds from this program for a period of 1 year, unless otherwise authorized by the Buffalo Commercial Revitalization Program.
6. Improvement projects that begin prior to committee approval will not be eligible for reimbursement.
7. The color palette approved by the Commercial Revitalization Committee shall be used in selecting any paint for the exterior of a building or must be otherwise approved first by the Program. Painting of building facades shall utilize a color approved by the Program Committee and must be compatible to adjacent buildings.
8. Any new signage shall be depicted in the drawing that is submitted. No electronic billboards can be included in reimbursable costs of a project.

I/We have read the Guidelines for the Buffalo Commercial Revitalization Matching Grant Program and am/are aware that

--to receive this grant my project must be approved by Program Administrator before I begin; and if I/We decide to do the project differently I/We must receive approval first from Program Administrator to receive funding.

--the 50% match funding I will receive is reimbursement upon my successful completion and proof of paid receipts of the project for which I/We have applied.

Signed: _____

Date: _____

Attest: _____

Date: _____