

Lewisburg Downtown Partnership (LDP) Business Improvement Grant Application

Program Overview

The LDP Business Improvement Grant is designed to encourage economic growth and sustainability in Downtown Lewisburg by supporting business improvements that foster long-term growth. Eligible projects may include structural upgrades, technological enhancements, or professional marketing efforts.

Applicant Information

1. **Business Name:** _____
 2. **Applicant Name:** _____
 3. **Business Address:** _____
 4. **Phone Number:** _____
 5. **Email Address:** _____
 6. **Type of Business:** _____
 7. **Years in Operation at This Location:** _____
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Project Information

1. **Project Type:**
 - ☐ Building Improvement (Business Improvement Grants may be used for structural or **interior** projects, but not for façades.)
 - ☐ Technology Upgrade (hardware/software)
 - ☐ Professional Marketing & Promotion
 - ☐ Other: _____

2. **Project Description**

Briefly describe your proposed project and its objectives:

3. **How will this project benefit Downtown Lewisburg?**

Check all that apply and provide a brief explanation for each:

- ☐ **Business Growth:** Expands the business's customer base or operational reach

Explanation:

- ☐ **Aesthetic Improvement:** Enhances the visual appeal of the business space
Explanation: _____
 - ☐ **Increased Customer Access:** Improves accessibility or convenience for customers
Explanation: _____
 - ☐ **Operational Efficiency:** Streamlines operations or reduces costs
Explanation: _____
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Budget and Funding Request

1. **Total Project Cost:** _____
 2. **Amount of Grant Funding Requested** (up to \$5,000): _____
 3. **Applicant Match:** Please note that a 25% match of the total project cost is required.
Example: for a project with total cost of \$6,665, the grant fund reimbursement will be \$5,000, and the applicant will have a required match of \$1,665.50. Projects may have total costs of more than \$6,665; but the maximum reimbursement from grant funds will be \$5,000 per project.
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Required Attachments

Please ensure that each of the following items is attached to your application:

- **Detailed Project Bids/Estimates:** Include at least two bids/estimates on contractor or supplier letterhead, for property improvement projects.
 - **Certificate of Appropriateness:** Required if the project impacts the building's exterior and falls under the Historic Architecture Review Board (HARB) jurisdiction.
 - **Zoning Permit:** Include if required by local regulations.
 - **Additional Documentation:** Attach drawings, marketing plans, or any other supporting documentation relevant to your project.
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Project Timeline

1. **Proposed Start Date:** _____
 2. **Estimated Completion Date:** (Projects should ideally be completed within 120 days of grant approval): _____
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Acknowledgments and Agreements

By signing below, the applicant agrees to the following terms:

1. **Compliance and Responsibility:** The applicant is responsible for meeting all safety, legal, and permit requirements, as well as covering initial project expenses before reimbursement.
2. **Project Completion and Reimbursement:** Projects must be completed and receipts submitted within the allowed time for reimbursement. LDP will reimburse up to 75% of approved costs, up to a maximum of \$5,000.
3. **Publicity and Promotion:** LDP reserves the right to use images and descriptions of the completed project for promotional purposes.

Dispute Resolution Clause

In the event of any dispute arising out of or relating to this agreement, the parties agree to the following steps:

1. **Negotiation:** The parties will first attempt to resolve the dispute through informal negotiation.
2. **Mediation:** If the dispute cannot be resolved through negotiation within 30 days, the parties agree to submit the dispute to mediation with a mutually agreed-upon mediator.
3. **Arbitration:** If mediation does not resolve the dispute within 60 days, the parties agree to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association.
4. **Governing Law:** This Agreement shall be governed by the laws of the State of Pennsylvania.

Applicant Signature: _____ **Date:** _____

Owner Authorization (if applicant is not the property owner)

As the owner of the property at the business address listed above, I authorize the applicant to complete the proposed improvements on my property.

Owner Signature: _____ **Date:** _____

Application Submission Instructions

- Submit the completed application along with all required attachments and a \$25 non-refundable application fee.
- Applications can be submitted online or in person at the LDP office at 328 Market Street, Lewisburg, PA 17837.