Business Improvement Grant (BIG) Program Application Requirements

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Applications will only be accepted through CivicServe. Paper and/or email submissions will not be accepted. Each document will be uploaded separately. Do not combine files. The application is deemed complete once all documents have been uploaded. Incomplete applications will not be reviewed. The City reserves the right to change an application's status to incomplete and request more information in the event of improper or poor-quality submission.

1. Electronically signed application through CivicServe with all necessary blanks filled in.
    a. If the applicant is not the property owner, a notarized affidavit signed by the property owner must be uploaded.

2. Narrative/detailed explanation of planned improvements.
    a. Summary of the business.
        i. For example: How many years in business? What goods or services does the business provide? How many employees?
    b. What improvements are to be made?
        i. Explain each planned improvement. Note what type of work, estimated cost, and why it is necessary. Explain how planned improvements will positively impact your business and the overall look of the surrounding area.

3. Copies of three (3) itemized original quotes/estimates that support the information in item 2b.

4. "Before" pictures of areas/features to be improved.
    a. Please ensure photos clearly show the planned improvement areas.
    b. Photos must be high-quality and have adequate lighting.
    c. Make note of locations photographed. You will need to recreate them after improvements have been completed.
    d. The file name for each photo should accurately describe what is being photographed and end with "before" (ex: "South Window Before", "Façade Street View Before", "Front Door Before"). Please use the same file names when recreating these photos after making improvements, replacing "before" with "after".
    e. Upload all photos in a zipped folder to CivicServe. Please do not combine photos as a pdf, collage, etc.
