



City of
GREENFIELD, MASSACHUSETTS
COMMUNITY AND ECONOMIC DEVELOPMENT

City of Greenfield - Storefront Improvement Grant

Grant Eligibility

Eligible Businesses: Any business or building owner within the Downtown Central Commercial district may apply for this grant. Downtown businesses outside of the Central Commercial district will be considered on a case-by-case basis.

This program provides funding for storefront improvements to elevate the aesthetic appearance and economic vitality of the downtown area and to enhance the area as a welcoming place to visit, shop, and work. The maximum grant available is \$5,000 per storefront.

Qualifying improvements:

Grants funds can be used for the purchase or fabrication of the following items:

- New or replacement signage,
- New or replacement awnings,
- Exterior lighting fixtures,
- Fixtures, lighting, or window displays which are visible through the window from the street (typically no further than 2-5 feet behind the window).

Grant funds can only be used for the purchase of these items. Businesses must arrange for all on-site installation costs themselves. Businesses are responsible for all associated permitting and fees.

Within buildings with more than one ground floor commercial tenant, each storefront with a separate street number is eligible. **Businesses that have received storefront improvement funding from the City of Greenfield in the past five years are not eligible.**

Businesses are responsible for maintaining the signage, awnings, or exterior lighting in good repair.

The City of Greenfield cannot be held liable in labor or other disputes arising from work funded by this program. The Community and Economic Development Department reserves the right to reject any and all grant applications.

Process:

1. Solicit quotes for the proposed work from 2-3 sources to determine the cost of your project.
2. Submit this application to the Community and Economic Development Department (CEDD). Tenants must include signed landlord permission form. Submissions can be made by mail or digitally via email. **Applications must be submitted by close of business on 10/31/23.**
3. If your project is selected, you must submit cost estimates on vendor letterhead and a W-9 form for the vendor you will be contracting.
4. Sign a Memorandum of Agreement with the City outlining the terms of your grant.
5. Once fully approved in writing, work may begin (zoning, building, historic, etc. permits may be required – approval through this program does not guarantee approval by all city offices).
6. Work must be inspected and approved by the City before funds will be released. All work must be complete by May 31, 2024.



City of
GREENFIELD, MASSACHUSETTS
COMMUNITY AND ECONOMIC DEVELOPMENT

Frequently Asked Questions (FAQs)
City of Greenfield – Storefront Improvement Program

How will grantees be selected?

CEDD staff will review all applications submitted by the deadline for completeness and eligibility. Grantees will be selected from the complete and eligible applications according to the proposed improvements' likelihood of completion and potential visible impact on the downtown streetscape.

How many grants will be awarded?

CEDD expects to make 4-6 awards depending on project costs.

Why do I need to gather quotes before applying?

Procurement by the City of Greenfield is regulated by Massachusetts General Law and City ordinances. For purchase of supplies under \$10,000, M.G.L. 30B procedure is to solicit multiple quotes to ensure favorable prices.

What is the source of this grant funding?

The funds come from a Commonwealth of Massachusetts Regional Economic Development Organizations (REDO) grant awarded to the Community and Economic Development Department by the Economic Development Council of Western Mass.

Will there be other storefront improvement grant rounds in the future?

CEDD does not have a consistent source of funding for storefront improvement grants, but we will continue to search for grant funding to support our local businesses and improve the aesthetic quality of our City. Should funding for storefront improvements become available in the future, information will be shared on City social media and the City website.

Who should I contact with questions about this grant?

Please contact Anna Oltman, Community Development Administrator, at 413-772-1548 (ex. 5) or anna.oltman@greenfield-ma.gov

ROXANN WEDEGARTNER
Mayor



City Hall
14 Court Square
Greenfield, MA 01301
Phone 413-772-1548
cedd@greenfield-ma.gov
www.greenfield-ma.gov/cedd

City of
GREENFIELD, MASSACHUSETTS
COMMUNITY AND ECONOMIC DEVELOPMENT

Storefront Improvement Grant Application
DUE October 31, 2023

Applicant's Name(s): _____ Business Name: _____

Business Address: _____

Amount Requested from Storefront Improvement Grant: \$ _____ (up to \$5,000)

Project Contact

Name (if different): _____

Phone: _____ Email: _____

If leasing, provide the following information:

Building Owner's Name: _____ Phone: _____

Building Owner's Address: _____

Year of Lease Expiration: _____ Email: _____

Describe the Proposed Improvements (attach additional pages or design specs if you have them):

Please include with this application:

Project Budget Landlord Permission Form (if leasing) Current Photos of Storefront

* Project Budget must be based on the cost estimates you solicited.

Certification

I hereby certify that this is an application for new signage and/or improvements. The proposed improvements have not yet been erected or fabricated in whole or in part. Work will not commence prior to receipt of written approval of the application and design by the Community and Economic Development Department. I understand that fabrication or installation prior to such approval is grounds for denial of my grant application by the city.

Signature of Applicant

Date

ROXANN WEDEGARTNER
Mayor



City Hall
14 Court Square
Greenfield, MA 01301
Phone 413-772-1548
cedd@greenfield-ma.gov
www.greenfield-ma.gov/cedd

City of
GREENFIELD, MASSACHUSETTS
COMMUNITY AND ECONOMIC DEVELOPMENT

Landlord Permission Form

RE: Application for Storefront Improvement Grant Program

Dear Community and Economic Development Department,

I hereby grant my permission to _____
(applicant name)

to make application under the City of Greenfield's Storefront Improvement Grant Program. I certify that I have received a copy of the application for funding from the applicant and am fully aware of the work that is being proposed.

I also certify that I am the legal owner of record of: _____
(property address)

and that I have the authority to grant this permission.

Sincerely,

Signature

Date

Print Name