

Application No. _____



**Boone Downtown Incentive Fund
Grant Application**

923 8th Street
Boone, IA 50036

Applicant	Address	City, State Zip
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Primary Contact Name	Phone	e-mail
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<i>Property Owner (if different)</i>	<i>Address</i>	<i>City, State Zip</i>
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<i>Primary Contact Name</i>	<i>Phone</i>	<i>e-mail</i>
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Applicant Responsibilities Checklist:

- Submit letter of interest.
 - Schedule site visit by BDIF Committee (date of visit: _____ - **attach notes from meeting**).
 - Prepare final plans/specs for improvements and submit with this application. Include at least two (2) bids from contractors for each segment of the work or explain why they could not be obtained.
 - Submit a detailed business plan establishing the use of the property setting forth information that the property is eligible for the BDIF program including information as to the business to be operated at the property and the owner's intent as to continued ownership of the property.
 - Expected date of project completion (_____)
 - Provide a notarized letter of authorization from the property owner if different from Applicant.
- *A final review (site visit) after work is complete is required prior to distribution of funds.*

Deadline for submittal: Applications are accepted at any time; however, grant awards are dependent upon available funds.

The Applicant does hereby acknowledges all details of the Boone Downtown Incentive Fund Grant Program including the placement of a lien against the property. The Applicant understands that failure to adhere to the submitted plans/specs can jeopardize funding. The applicant certifies that all information submitted with this application to be true and correct.

Applicant	Date	
Office Use Only		
	Date	Signature
Letter of Interest Received:		
BDIF Initial Site Visit:		
Application Received:		
Final Plans and Specs Received:		
Property Owner Consent Received:		
Action to Proceed: (\$ _____)		
Final Site Visit:		
Fund Disbursement Authorization:		
Notes & Comments:		