

# DOWNTOWN DEVELOPMENT INCENTIVE GRANT PROGRAM



The Murray Main Street (MMS) Downtown Development Incentive Grant (DIG) Program focuses on serving the needs of those who own property or run a small businesses downtown by assisting them with small changes that have a potentially large impact on the success of the greater downtown. The DIG Program will award up to \$5,000 annually in increments of up to \$1,000 per project. This is a 50-50 matching grant and an owner is eligible for one grant per year. The recipient must be a current member of the Murray Main Street Program, Inc.

## *Goals:*

- Promote business growth and retention
- Promote and encourage living in the historic district
- Encourage new businesses and support new ideas for businesses

## *Sample of Eligible Uses:*

**Interior Design/Structural Enhancements:** Paint, Lighting, Window Displays, Electrical/Plumbing

**Exterior Design Enhancements:** Paint, Windows, Siding, Roofing, Tuck pointing, Signage, Porch Repairs

**Business Related Items:** Cash register, Display Cases, Counters, Computers, Copy Machine

## *Ineligible Uses:*

Financing existing debt, Projects begun prior to grant approval, merchandise, professional fees

## *Geographic Area:*

This grant is limited to downtown businesses and residences located within the historic district which is defined as inside the boundaries of east to the railroad tracks and west to 7th Street, north to Olive Street and south to Elm Street.

## *Application Process:*

The business owner must contact the Murray Main Street Program, Inc. office to fill out the proper application before project has begun. Any projects started without authorization will NOT be funded. Applicant must be a member of Murray Main Street. All contractors must have current certifications and current local business and city licenses. The applicant must submit application, budget for project, photos if available to the MMS offices prior to the scheduled Design Committee meeting. The Design Committee meets on the third Thursday of the month and will review the application. Applicant is expected to attend the Design Committee meeting in order for project consideration. Once the Design Committee has approved application, the Grant Committee will convene, review and give final approval. From approval of grant until project is completed or 30 days, whichever is longer, the applicant understands signage will be present in the window of the commercial property or the yard of the residential property showing receipt of funding through this program. No grant funds will be distributed until the project is completed.

# Downtown Development Incentive Grant Program (DIG) Program

## Application Form

Grant # \_\_\_\_\_

Business Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Address: \_\_\_\_\_ Project Name \_\_\_\_\_

Grant Request Total \$ \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Anticipated finish date: \_\_\_\_\_

Estimated Time of Completion (*weeks*) \_\_\_\_\_

Are you a member of Murray Main Street? \_\_\_\_\_

*If no, please include a \$100 check for membership to be considered for the grant program.*

### Project Description (work to be completed, business related items to be purchased)

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### Project budget

**\*You must include a brief description of the purpose of the funding request, a project budget and photos of the project area. You may attached additional pages if needed.**

***Applicant Acknowledgement of Understanding***

I certify that all statements on this application are true and correct to the best of my/our knowledge.

I understand this program is funded by donations made to Murray Main Street and funds and resources may or may not be available on a yearly basis. Therefore, by signing this application, I understand there is no guarantee of grant funds being made available.

I understand that being a member of Murray Main Street makes me eligible to apply for grant funds and does not ensure I will receive grant funding. In the event I do not receive grant funding, the annual membership will not be refunded but will make me eligible for other programs within the Murray Main Street Program.

I understand that Murray Main Street will review all applications and further reserves the right to approve or deny any application.

I agree to allow Murray Main Street to use illustrations, photographs, and/or other images of this project for reports, publications and advertisements both print and electronic.

I acknowledge and understand that approval for the receipt of funds in no way creates liability of any kind whatsoever on behalf of the City of Murray, Murray Main Street, The Murray Bank, members, employees, successors or assigns and agree to indemnify and hold the City of Murray, Murray Main Street, The Murray Bank, members, employees, successors or assigns harmless from any and all liability.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Downtown Development Incentive Grant Program Reimbursement Request Form

Grant # \_\_\_\_\_

Business Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Building Address: \_\_\_\_\_

Total Grant Amount Awarded: \_\_\_\_\_

Total Expenditures for this Project: \_\_\_\_\_

Total Request for Reimbursement: \_\_\_\_\_

*(Cannot exceed Grant Amount awarded or 50% of total expenditures whichever is less)*

**Expense Detail:**

Approved Activity/Payable to	Cost of Activity	Date Paid	Copy of Receipt
ie: Paint exterior/John Smith Painting	\$4000	09/15/2016	Yes

I certify that all expenses listed above have been paid in full.

For all expenses to be considered eligible for reimbursement, all receipt(s) must be dated and signed by the provider of services or materials and must be attached to this form.

Failure to properly utilize funding in accordance with this grant may result in reimbursement of funds by applicant.

By signing the form below, I certify all expenses listed above were to complete the project as listed in the grant application for this property/business.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:	
Date Request received: _____	Date Request Approved: _____
Check Number: _____	Date of Check: _____ Date mailed: _____