



## **Michigan City Urban Enterprise Association 2017 Business Grant Program Application Form**

### **Introduction**

The Michigan City Urban Enterprise Association (hereinafter referred to as MCUEA) desires to financially assist Michigan City Urban Enterprise Zone resident businesses in promoting their brick and mortar business and aiding in the exterior and interior rehabilitation of their building or property. This includes signage and machinery and equipment purchased for use in their main business purpose. It also includes building improvements to upgrade, promote structural integrity and enhance the customer experience. Funds are available in the form of a grant to all qualifying applicants. The MCUEA will reimburse 50% of the eligible costs not to exceed \$7,500.

### **Purpose**

The 2017 MCUEA Business Grant Program is intended to assist in the overall plan for the City, promote visual improvements, historic preservation, structural integrity, boost the quality of product and enhance the customer experience within the Michigan City Urban Enterprise Zone business boundaries.

### **Eligibility**

In order to participate, the business and its improvement must be physically located and operating within the Michigan City Urban Enterprise Zone. The applicant will file the paperwork below and submit it to the Grant Committee prior to the start of the work. The Committee will review and notify the applicant of approval in a timely fashion. Applicants will receive a rebate upon successful completion of the work after providing applicable receipts.

Company Name \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

Address of Business \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Type of Business \_\_\_\_\_

Applicant is the: Property Owner \_\_\_\_\_ Business Owner \_\_\_\_\_ Other \_\_\_\_\_

How long has the business been at the current location? \_\_\_\_\_

When does your current lease expire? \_\_\_\_\_

Property Owner's Contact Information (If different from Applicant)

Name & Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Please Note: If you are not the property owner, please have them co-sign this application where indicated in the memorandum of understanding.

Total grant amount applied for \_\_\_\_\_

Brief Project Description

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Estimated Project Cost: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

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

The following must accompany this application: A clear description of the improvement to be made (before picture if applicable) and at least (2) bids on the work about to be performed. Please return this application to:

Michigan City Urban Enterprise Association, P.O. Box 43, Michigan City, Indiana 46360 or deliver to our office located at 601 Franklin Street, Suite 401. You may also contact the executive director, Diane Wilczewski at (219)561-6991 or at email [mcuea1984@gmail.com](mailto:mcuea1984@gmail.com), if you have any questions.

The deadline for applying for this grant is December 31, 2017.



## The Michigan City Urban Enterprise Association Business Grant Program

### Memorandum of Understanding

**Please initial each statement in the box provided indicating your agreement and understanding of conditions of the program.**

- It is expressly understood and agreed that the applicant is not an agent, servant, employee or subcontractor of the Michigan City Urban Enterprise Association, the City of Michigan City, the Michigan City Chamber of Commerce, the Michigan City Economic Development Corporation, Michigan City's Redevelopment Commission, or the Historic Review Board.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations.
- It is expressly understood and agreed that the applicant will not seek to hold the Michigan City Urban Enterprise Association, nor any other entity associated with the Business Grant Program liable for any property damage, personal injury, or other loss related in any way to the program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage and records relating to the project.
- The applicant agrees to maintain the property and improvements.
- The applicant agrees to return a prorated amount of the grant money received if the improvements are not completed or in any way removed nor sustainable.
- The applicant authorizes the MCUEA to promote an approved project, including but not limited to featuring the progress and finished project on social media, in local newspapers and other printed and promotional materials.
- The applicant understands that the MCUEA reserves the right to withhold or make changes to the Business Grant Program based upon violation of the agreement.

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

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If the applicant is not the property owner, please have the property owner or an authorized representative review and sign below.

As owner of the property at \_\_\_\_\_, I have reviewed the above application and authorize the operator of \_\_\_\_\_ at said address to perform building improvements described above as a part of the Michigan City Urban Enterprise Zone Association's 2017 Business Grant Program.

Signature of property owner or authorized representative \_\_\_\_\_