

City of Melrose Façade Incentive Grant Application

General Information

Applicant's Name(s) _____

Business Name _____

Phone _____ Email _____

Business Address _____

If you are a tenant under lease, provide the following information:

Building Owner's Name _____ Phone _____

Building Owner's Address _____

Year of Lease Expiration _____

Please attach written approval from the building owner, if applicable.

Proposed Improvements

Description of Proposed Work _____

Name of Contractor _____

Please attach drawings of proposed signage and its placement on facade.

Budget

Cost of improvements \$ _____

AMOUNT REQUESTED FROM FACADE GRANT PROGRAM \$ _____

(50 percent of cost, maximum \$500 or \$1,000 for loan recipients)

Please attach at least two cost estimates.

I HEREBY CERTIFY THAT THIS IS AN APPLICATION FOR NEW WORK. THE PROPOSED IMPROVEMENTS HAVE NOT BEEN ERECTED OR FABRICATED IN WHOLE OR IN PART. THE WORK WILL NOT COMMENCE PRIOR TO RECEIPT OF WRITTEN APPROVAL OF THE DESIGN BY THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT. I UNDERSTAND THAT FABRICATION OR COMMENCEMENT OF THE WORK PRIOR TO SUCH APPROVAL IS GROUNDS FOR DENIAL OF MY FAÇADE INCENTIVE GRANT APPLICATION BY THE CITY.

Signature of Applicant

Date

Checklist: ☐ Application ☐ Drawing of the proposed improvements ☐ Two written cost estimates for the work (on vendor letterhead) ☐ Letter of approval from landlord (if applicable) ☐ W-9 Form

City of Melrose Façade Incentive Grant Application

- An applicant (tenant or property owner) may be reimbursed for 50 percent of the cost of façade improvements, up to a maximum of \$500 per project. Applicants who are recipients of a Small Business/Microenterprise Loan from the City of Melrose may receive up to \$1,000 per project (although still not exceed 50 percent of the total cost).
- Priority will be given to Businesses located within the Massachusetts Small Cities Program target area. This area includes the downtown, Franklin Square, Melrose Highlands, Wyoming, and Melrose Depot commercial areas (target area map is available at Office of Planning and Community Development).
- A completed Façade Incentive Grant application form must be submitted to the Office of Planning and Community Development along with specifications (and if applicable, drawings of the proposed work).
- The application and drawings must receive written approval from the office of Planning and Community Development before work can begin.
- Tenants must also receive written approval from their landlord.
- At least two written cost estimates are required. These should be on vendor letterhead and both should be for the work.
- A building permit is always required. Businesses located within the Downtown Melrose Historic District must obtain a Certificate of Appropriateness from the Historic District Commission prior to issuance of a building permit. This will depend on the extent of the work and whether it is a significant change to the building's architecture.
- The improvements must not be altered for a period of five (5) without written consent of the City.
- The applicant must have the Office of Planning and Community Development inspect the work and approve in writing that it is completed in an acceptable manner prior to paying the contractor. After the contractor is paid, the applicant may submit the paid invoice to the Office of Planning and Community Development to be reimbursed for the City's portion of the façade improvements.
- All work must be completed within six (6) months of the date of the City's commitment letter.
- The City cannot be held liable in labor or other disputes arising from work funded by this program.
- The Office of Planning and Community Development reserves the right to reject any and all Façade Incentive Grant applications.
- Grants are for new work only. Work commenced prior to receipt of written approval of the façade improvements from the Office of Planning and Community Development is grounds for denial of the grant application.
- The Office of Planning and Community Development staff can offer technical assistance and referrals to applicants. For more information, call 781-979-4190.

City of Melrose Sign/Awning Resources

Signmakers

Sardella Sign & Graphics
68 North Avenue
Wakefield, MA 01880
781-245-1988

Gamit Signs
24 Spencer Street
Stoneham, MA 02180
781-438-5280

Sachem Signworks
124 Main Street
Saugus, MA 01906
781-941-8007
www.sachemsignworks.com

SignArt
60 Sharon Street
Malden, MA 02148
781-322-3785

Fast Signs of Waltham
922 Main Street
Waltham, MA 02451
781-642-7446

Batten Bros. Sign
893 Main Street
Wakefield, MA 01880
781-245-4800

Sign Edge
21 Wilber Avenue
Saugus, MA 01906
781-558-5289
signedge@comcast.net

Sign-A-Rama
184 Broadway Route 1 N
Suite 11
Saugus, MA 01906
781-941-2066

Fast Signs of Woburn
400 W Cummings Park
Suite 1975
Woburn, MA 01801
781-938-7700
www.fastsigns.com/214-woburn-ma

Awnings

Atlantic Awning
270 Franklin Street
Melrose, MA 02176
781-665-4040

William Blanchard Co., Inc.
486 Main Street
Wakefield, MA 01880
781-245-8050

Sign-A-Rama
184 Broadway Route 1 N
Saugus, MA 01906
781-941-2066

Sign Edge
21 Wilber Avenue
Saugus, MA 01906
781-558-5289
signedge@comcast.net

Fast Signs of Woburn
400 W Cummings Park
Suite 1975
Woburn, MA 01801
781-938-7700
www.fastsigns.com/214-woburn-ma

New England Awning and
Canvas Co.
53 Ocean Street
Lynn, MA 01902
781-595-3443

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).
However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+		+			
or								
Employer identification number								
		+						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.