

**TOWN OF WINDSOR  
OUTSIDE IMPROVEMENT PROGRAM  
FOR  
COMMERCIAL BUSINESS PROPERTY**

**PURPOSE:**

The purpose of the program is to provide an economic incentive to renovate the outside of buildings within the Town of Windsor.

**PROGRAM PERIOD:**

Grant applications will be received by the Chamber and will be considered in the order they are received.

**ELIGIBILITY:**

Any owner or tenant may apply for a grant; however, a tenant must have the owner's written permission attached to the application and only (1) application per building is eligible for approval.

**ALLOWABLE IMPROVEMENTS:**

Any exterior renovation to improve and upgrade storefronts and outside of commercial buildings are eligible for funding. Priority will be projects, which include the following:

- a) repair/replacement of outside windows/doors, including windows in multi-story building
- b) exterior painting
- c) installation of awnings
- d) cleaning of brickstone on the outside
- e) re-pointing of brick
- f) structural repair
- g) installation of appropriate signs as part of an overall project.

Examples, which **CANNOT** be funded either whole or in part by grant program, include:

- a) simple sign changes
- b) repainting existing signs
- c) roof repairs
- d) landscaping

**CRITERIA:**

Grants will be awarded on a basis of \$2.00 reimbursement for \$ 1.00 total owner/ tenant expenditure with a maximum grant of \$2,000. (Example: A \$1,500 renovation would require \$500 from the owner and \$1,000 would be awarded by the Town Of Windsor).

## APPLICATION PROCESS

Completed application should be submitted to the Windsor/Bertie County Chamber of Commerce and must include the following:

- a) application form
- b) permission of building owner if applicable
- c) estimate of cost from contractor, supplier, etc.

Application without estimates **WILL NOT BE CONSIDERED.**

Upon receipt of application by the Chamber, acknowledgement will be mailed to you and it will be forwarded to the Grant Committee.

All applicants will then be advised as to the acceptance or rejection of their request for funding.

Upon completion, copies of paid statements or invoices and/or cancelled checks must be sent to the Chamber for reimbursement up to the maximum allowed in the grant.

Mail application to:

Improvement Grant Program  
Windsor/Bertie County Chamber of Commerce  
P.O. Box 572  
Windsor, NC 27983

APPLICATION FOR GRANT  
TOWN OF WINDSOR  
COMMERCIAL BUILDING IMPROVEMENT PROGRAM

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: Home \_\_\_\_\_

Work \_\_\_\_\_

AMOUNT APPLYING FOR: \$ \_\_\_\_\_

ADDRESS OF BUILDING FOR WHICH GRANT IS BEING REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_

ARE YOU THE PROPERTY OWNER \_\_\_\_\_ ?  
(if not, written permission of the owner must be attached)

DESCRIPTION OF RENOVATION TO BE DONE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE THE FOLLOWING ATTACHED ?

\_\_\_\_\_ a) owner's written permission, if required

\_\_\_\_\_ b) estimates from contractor, painter, supplier, etc.

ANTICIPATED BEGINNING DATE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

Dated: \_\_\_\_\_

Owner: \_\_\_\_\_

Tenant: \_\_\_\_\_



COMMITTEE ACTION:

DATE RECEIVED BY CHAMBER: \_\_\_\_\_

DATE REQUEST ACKNOWLEDGED: \_\_\_\_\_

DATE REQUEST APPROVED: \_\_\_\_\_ REJECTED: \_\_\_\_\_

\_\_\_\_\_  
COMMITTEE MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAMBER EXEC. DIRECTOR

\_\_\_\_\_  
DATE

ACKNOWLEDGEMENT LETTER MAILED: \_\_\_\_\_  
DATE