



## **GUIDELINE AND APPLICATION FOR THE PHYSICAL IMPROVEMENT GRANT PROGRAM**

Eligible property owners and agencies within the Coliseum Central Business Improvement District may apply for grant funding to make exterior improvements meant to enhance the appearance of businesses or public spaces located within the Coliseum Central Business Improvement District. The following guidelines must be met:

- Applications must be complete and submitted by the property owner. Alternatively, evidence of the property owner's permission must be provided. Applications from governmental or non-profit agencies must demonstrate that proposed enhancements will augment adjacent businesses.
- Funds shall be used for lasting, well-designed building façade enhancements, landscape amenity, or landscape planting designed to enhance the appearance of the property as seen and appreciated from public vantage points and will be commensurate with the Coliseum Central Master Plan. These improvements must go beyond the call of standard maintenance or basic augmentation normally expected in an exterior business setting. Refer to our gallery of examples and the Master Plan at [ColiseumCentral.com](http://ColiseumCentral.com).
- Coliseum Central will match dollar-for-dollar funds up to \$15,000. The matching portion will be made available to the applicant as a reimbursement upon inspection of fully installed improvements. Applicants may apply for no more than \$15,000 during any 5-year period.
- Applicants must submit a graphic illustration of the improvements accompanied by a written description and a budget including design, fabrication, and installation costs.
- Signage is generally considered standard augmentation. Applications for signage will be closely scrutinized for unique appeal and enhancement to their vicinity. Approved signage will require the Coliseum Central Logo.
- The project must comply with the Hampton Municipal Zoning Codes and any other applicable government laws and regulations governing standards of construction. Matching fund reimbursement may be void or indefinitely withheld in the event of infringement.
- Applications are approved on a case-by-case basis at the full discretion of the Coliseum Central Board of Directors. A good faith effort will be made to respond within 45 days of the application. Incomplete applications will be rejected. For more information about the program contact the Coliseum Central Business Improvement District office at 757-826-6351.
- Work cannot proceed until applicant receives written notification of grant approval.
- The stipulations set forth in the above guidelines are considered an accessory to the formal application below.



Business Name: \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_

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

Web GIS Parcel Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Description:**

Provide a complete description of the planned improvements and how you believe they will enhance the business district (use additional sheets if necessary): \_\_\_\_\_

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

**Please Initial** (property owner or property owner's representative):

\_\_\_\_\_ As the applicant, you are the property owner or have provided proof attached to this application that you have the property owner's permission.

\_\_\_\_\_ You have included an illustration and narrative of the improvements you are seeking funding for.

\_\_\_\_\_ You will be acquiring the necessary permits for the project.

\_\_\_\_\_ The proposed improvements will be clearly visible from public vantage points.

**Funding and Budgeting Summary:**

Funding amount requested: \$ \_\_\_\_\_

Total project cost: \$ \_\_\_\_\_

*Provide breakdown below*

Expenses

Design.....\$ \_\_\_\_\_

Installation .....\$ \_\_\_\_\_

Fabrication .....\$ \_\_\_\_\_

Materials/Equipment.....\$ \_\_\_\_\_

Other .....\$ \_\_\_\_\_ (? \_\_\_\_\_)

Funding Sources

Business Owner .....\$ \_\_\_\_\_

Coliseum Central.....\$ \_\_\_\_\_

Other .....\$ \_\_\_\_\_ (? \_\_\_\_\_)

**Project schedule (estimated):**

Start Date (month/year): \_\_\_\_\_

Completion Date (month/year): \_\_\_\_\_

If project is to be phased please describe intent with dates:

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

- ❖ *You may use additional sheets to complete the application. You may also attach additional information including additional illustrations, project narrative, or information regarding your company that is relevant to this application.*
- ❖ *Only return the application portion of this document.*
- ❖ *For permit information, please contact Hampton's Central Permit Office at (757) 728-2444.*
- ❖ *All applications must be completed and submitted to Coliseum Central Business Improvement District. Mail or fax applications 2101 Executive Drive, Suite 550; Hampton, VA 23666, FAX, (757) 826-2784. Please contact Raymond Tripp at (757) 826-6351 if you have questions*

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**I attest that the proposed improvements I am seeking funding for will result in beautification of and lasting enhancements to the Coliseum Central Business Improvement District as described in the guidelines, Coliseum Central Master Plan, and such other documents prescribing the nature of development within the district.**

**I understand that the Coliseum Central Board of Directors will have full discretion over all grant applications and will render decisions on a case-by-case basis. Once the Board of Directors renders a decision applicant will be notified in writing.**

**I attest that the above information is correct to the best of my knowledge and that the requested funds will be used only for purposes described in this application and as approved by code enforcement officials.**

\_\_\_\_\_  
**Name, Title**

\_\_\_\_\_  
**Date**