

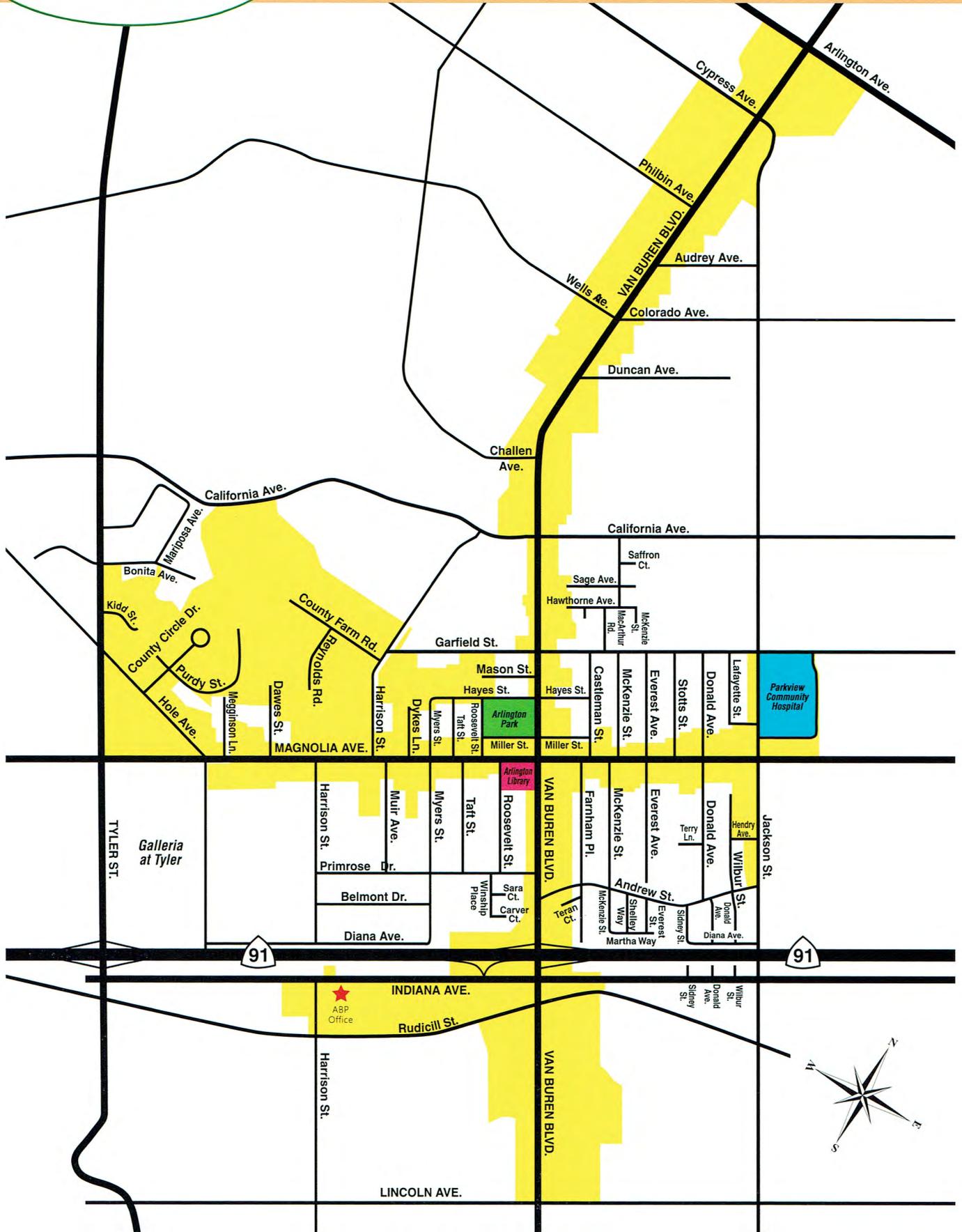


Physical Improvement Program Grant



Arlington Business Improvement District

Riverside, California



Get Up to

\$1,000

**Towards Your Business
Improvement Project!**



Physical Improvement Program Grant Application

The Physical Improvement Program (PIP) Grant is an exclusive benefit for businesses located within the Arlington Business Improvement District (BID) holding a current City of Riverside Business Tax Certificate.

Contact Name: _____ Title _____

Business Name: _____

Business Address: _____

Business Tax Certificate No.: _____ Expiration Date: _____

Business Phone: (_____) _____ Fax: (_____) _____

E-mail Address: _____

Description of Project: _____

Pre-Approval

Approval

A COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING ITEMS

1. Physical Improvement Program Grant Application*
2. Request for Taxpayer Identification Number and Certification Form (IRS Form W-9)*
3. Photo of the project BEFORE the improvements have been made*
4. Copy of contractor's itemized estimate for work to be completed*
5. Photo of the project AFTER the improvements have been made
6. Copy of contractor's paid itemized invoice/receipt and proof of payment (i.e. bank statement)

** Items required for pre-approval consideration. See Program Guidelines.*

Documentation submitted with this application become the property of the Arlington Business Partnership for publishing and presentation to the City of Riverside and/or other uses to further its mission. The above information is sworn by the undersigned to be true and correct. Furthermore, understands submission of this application does not automatically guarantee grant funds will be awarded as the improvements must comply with the guidelines of the Physical Improvement Program. Additionally, the undersigned is authorized to sign on behalf of the business named on this application and authorizes information provided may be verified by employee's agents, and/or officers of the Arlington Business Partnership and/or City of Riverside.

Signature: _____ Date: _____

Program Guidelines & Eligible Improvements

The Arlington Business Partnership (ABP) is offering the Physical Improvement Program (PIP) Grant to property owner and/or business owners as an economic incentive to rehabilitate existing commercial structures in need of improvement. A qualified participant may receive a grant for 50% of the total cost of eligible improvements up to \$1,000.

PROGRAM GUIDELINES

1. You may apply for a pre-approval (Items #1-4) or post-approval (Items #1-6) grant. It is highly recommended that you apply for a pre-approval to ensure that your improvement is eligible.
2. The business must be within the boundaries of the Arlington Business Improvement District in the City of Riverside.
3. The business owner must hold a current Business Tax Certificate from the City of Riverside Finance Department for the location where the improvement is to be completed.
4. The completion of work must have been completed within the fiscal year that the grant is being applied for. Arlington Business Partnership's fiscal year runs from November 1st through October 31st.
5. Either a property owner, who must also hold a current Business Tax Certificate as a landlord or the business owner may apply. If a property owner and business owner apply at the same time, the business owner shall take precedence unless otherwise restricted by the Lease Agreement.
6. A business owner is responsible for communicating with their landlord or property manager when any work is done on the property that may be the focus of this grant. The business owner should be aware of any lease restrictions relative to the project.
7. \$1,000 is the maximum grant awarded per eligible business license held by a single business owner for the location where the improvement is to be completed. A business owner may apply for more than one grant in a fiscal year; however, the total grant award shall not exceed \$1,000 per eligible business license.
8. Multiple business owners at ONE property address may NOT combine their individual business license to receive more than the maximum grant award or to fund a single improvement.
9. Submitted before and after photos must be clear.
10. Proof of payment should be clear and itemized.
11. All decisions of the Physical Improvement Committee are final.

ELIGIBLE IMPROVEMENTS AND EXCLUSIONS

Eligible Improvements: Grant funding may be used to cover project/improvement cost associated with the following work items: • Removal, repair, or replacement of damaged or deteriorated facade components • New exterior treatments or wall finishes • Wood trimming or other basic exterior wall materials integral to the facade • New exterior painting (color subject to review and approval by the Arlington Business Partnership's Physical Improvements Committee) • Exterior signage (subject to review and approval by the Arlington Business Partnership's Physical Improvements Committee) • Installation of new entry doors, storefront windows, awnings, and canopies • Replacement of glass on storefront windows and doors • Renovation, alteration, or enhancement of structural elements visible from the street • Decorative masonry walls • Exterior LED lighting and security cameras • Parking lot improvements including asphalt paving, slurry seal, and parking lot striping • Hardscaping, including planter boxes, waste receptacles, patios, and walkways • Landscaping, including tree trimming and landscaping intended to screen parking areas from view

Program Exclusions: Grant funding **may not** be used to cover project/improvement cost associated with the following: • Installation of security bars • New construction • Uses inconsistent with the City of Riverside General Plan and all other applicable design guidelines • Correction of City Code violations unrelated to exterior improvements • Residential properties, with the exception of residential structures incorporated within a commercial property



P.O. Box 7338 • Riverside, CA 92513
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Our **Vision** and **Mission**

The Arlington Business Partnership envisions Arlington as an attractive historic destination for unique shopping, dining, and services.

The Arlington Business Partnership is to represent and promote Arlington businesses to stimulate the local economy and initiate improvement projects, thus creating a sense of pride for all who live, work and do business in Arlington.



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ARLINGTON BUSINESS IMPROVEMENT DISTRICT