



LOS ALAMOS
MAINSTREET

MAINSTREET CURB APPEAL GRANT PROCESS INSTRUCTIONS

Los Alamos MainStreet is accepting applications for matching grant funding to support completion of curb appeal projects in downtown Los Alamos. Eligible projects will address curb appeal improvements such as signage, landscaping, sidewalk or façade improvements. Businesses and organizations that lease or own properties in the downtown are eligible to apply.

Applicants may request up to \$500 in grant funding for one curb appeal project. A minimum dollar-for-dollar match by the applicant is required. Applications may be submitted at any time, but funding is limited and available on a first-come, first-served basis, only one grant award per business will be awarded.

Following is the required process for application:

1. Complete the curb appeal self-assessment
2. Schedule an appointment with Bryan Farmer, 661-4862 to review self assessment with him and discuss project you would like to undertake.
3. Complete curb appeal grant application and submit to Bryan Farmer, 190 Central Park Square, Los Alamos, NM 87544. Include a copy of your curb appeal self-assessment.

Applications will be evaluated by a volunteer committee formed by Los Alamos MainStreet and grants will be awarded based upon this evaluation. Evaluation criteria will include creativity, collaboration with neighboring businesses, impact on curb appeal, and leverage (% match – higher is better). All decisions of Los Alamos MainStreet are final. Applications submitted by the 15th of every month will be evaluated for grant award by the 15th of the following month. The application process will remain open until funds have been depleted.

Disbursement of awarded grant funding will be on a reimbursement basis. MainStreet personnel will visit the applicant to verify project completion prior to reimbursement. Projects must be complete and reimbursement must be applied for not later than 60 days after grant has been awarded. Recipients will be reimbursed for approved costs that they have incurred to complete their project based on submission of receipts for expenditures related to the project. Receipts for all expenditures must be submitted including receipts for matching expenditures. No disbursement of grant funding will occur outside of these guidelines.

In this packet you will find a guide, “Container Gardening for LA Businesses” together with a list of potential resources for assisting with curb appeal projects.



CURB APPEAL GRANT APPLICATION		
BUSINESS INFORMATION		
Name Of Business:		
Name of Applicant:		Phone:
Current address:		
City:	State:	ZIP Code:
Own Rent <i>(Please circle)</i>		
CONTACT INFORMATION		
Point of Contact:		
Address:		
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:		
PROJECT INFORMATION		
Summary of Project:		
NEED:		
Items needed for project:		
COST:		
Amount of Grant Requested: \$ _____		
SPECIAL NOTES OR COMMENTS		
DISCLOSURE		
The project I am proposing complies with all applicable County codes and standards. I authorize the verification of the information provided on this form. I have received a copy of the grant program instructions and I agree to abide by all requirements therein.		
Signature of applicant:		Date: