

## Storefront Beautification Program Application

### Purpose:

To encourage visual improvements and investment in Marlborough's storefronts. It is anticipated that improvements will include but not necessarily be limited to sign upgrades, renovating or restoring exterior facades, surface parking lots and landscaping.

### Eligibility Requirements and Guidelines:

- Open to *Existing Marlborough Businesses*.
- *New/Expanding Businesses*. Applicants must seek to (i) locate a new for profit business in Marlborough, or (ii) relocate an existing for profit business from outside Marlborough.
- Applicant must (ii) either own the property or have a letter of authorization for beautification from the property owner, (iii) show that the property does not have any outstanding obligations, and (iv) show that all required city approvals and permits have been obtained.
- *Commitment to Marlborough*. Applicant must demonstrate that they are willing and able to enter into a multi-year lease, with a minimum three (3) year term, and must demonstrate that they have the financial ability to achieve successful long term operations in the new or existing location.
- This is a reimbursement grant, funds will be distributed once all work is completed.
  - Applicant must receive a minimum of three bids.
  - Reimbursement up to 50% of the total project cost, with a maximum of \$10,000.
  - Grant is payable when project is completed and all relevant receipts have been submitted and approved by the Marlborough Economic Development Corporation (MEDC).

### Instructions:

Please fill out the entire application and submit it with attachments either via email or in hard copy to:

Linda Martins  
Marlborough Economic Development Corporation  
91 Main Street, Suite 204  
Marlborough, MA 01752  
[lmartins@marlboroughedc.com](mailto:lmartins@marlboroughedc.com)

### Attachments:

- Certificate of Good Standing
- Personal Financial Statement
- Property Owner Letter of Support (if applicable)
- Three quotes for work to be done
- All Necessary Permits Required
- \*Other Materials as Deemed Necessary

## Business Information

Name of Business:

Business Address:

Zip	Street	City
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Please indicate if this business is new or existing:

Type of Business:

Contact Name:

Contact Phone:

Contact Email:

## Project Information

Please describe the scope of work for the proposed renovation project:

Please indicate the estimated total project cost or the total amount budgeted for improvements: \$

Does the project require you to obtain a building permit? \_\_\_\_\_ Y \_\_\_\_\_ N

If yes, please attached a copy of your permit approvals.

## Signature and Certification

I have read and understand the guidelines of the Marlborough Storefront Beautification Program. I understand that approval for funds is based on the approval of the Marlborough Economic Development Corporation's Executive Committee and subject to the availability of funds. I hereby certify that the information provided in this application is true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date