

City of Escondido
Small Business Improvement Grant Program
Façade Improvement and CPTED Property Enhancement Funding
Application Checklist

- Project Application
- Detailed Project Description
The project narrative should relate how the project will fulfill the criteria that staff will use to review the application. Specifically:
 - In detail, what improvements are being done and why they are necessary;
 - The history of the building;
 - How the project will benefit the community and the immediate streetscape; and
 - The estimated project start and completion dates.
- Detailed Project Budget
The project budget should identify each component mentioned (including labor at a prevailing wage) and a detail of each component part, cost of unit, number of units, and total cost. For projects of complexity, a cover sheet showing total component costs split into labor and materials helps.
- Photographs of current conditions for each area of requested funding. All photographs should be 800x 600 pixels or higher and preferably in .jpeg format.
 - Photographs that are taken from far away to get the general scope; and
 - Photographs that are taken up close to show detail; and
 - Photographs of the façade and business sign as seen from a street side view
- Renderings of Proposed Changes
 - A proposed “after picture”, rendering, or engineering/architectural document showing the finished product; and
 - Please submit color renderings; and
 - Material or textile examples.
- Federal W-9 Form
This form should identify the individual or organization to be reimbursed. If the recipient is an organization or business, proof must be provided that the grant signatory has the authority to sign. The digital form can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Façade Improvement and CPTED Property Enhancement Funding checklist
- Signed Terms and Conditions
- Property Owner’s Authorization Form
 - Not required if the applicant is the property owner

SUBMISSION OF AN APPLICATION SHALL INCLUDE ALL EIGHT OF THESE REQUIRED ATTACHMENTS. APPLICATION WITHOUT ANY OF THESE REQUIREMENTS WILL BE CONSIDERED INCOMPLETE AND, THEREFORE, NOT EVALUATED FOR CONSIDERATION OF FUNDING.

By signing, I am confirming that I have completed and attached all of the, above, listed items.

Signature: _____

Printed Name: _____

Date: _____