



MAIN STREET PROGRAM
WELLINGTON, CO • EST. 2014

EXTERIOR SIGN AND AWNING GRANT
2022 APPLICATION

The Wellington, CO Main Street Program seeks to improve the image of downtown Wellington by encouraging sign and awning improvements to commercial buildings located in the Main Street program area. As an economic incentive, the Wellington Main Street Program has developed a grant fund to assist with the purchase of new signs and awnings installed on downtown buildings.

ABOUT THE GRANT

The Wellington, CO Main Street Program (WCMSP) is offering a 50/50 match grant up to \$1,000 per project, or \$2,000 per project for multi-tenant properties, towards the purchase of new signs and awnings for commercial properties in downtown Wellington.

Interested applicants must be the owner or tenant of a commercial property within the WCMSP program area (see map on page 5) Leased buildings must have written consent from the property owner before receiving grant funds.

ELIGIBLE PROJECTS

- Signs
 - Sandwich Board/A-frame
 - Hanging
 - Flat-Facing / Wall-Mounted
 - Window Decals
- Awning - Entryway or window awning used for printed advertising made of various awning materials: canvas, metal, or vinyl
- Lighting - Exterior lighting fixtures that illuminate signs or awnings

IN-ELIGIBLE PROJECTS

- Neon signs
- Cabinet or box signs
- Pole signs or free-standing signs not in compliance with municipal code
- Electronic message boards
- Illuminated vacuum formed panel awnings

GUIDANCE FOR SIGNS AND AWNINGS

- Front lit and exterior lit signage are preferred. The goal is to deter back lit or internally lit box signs. Neon signs and electronic message boards are not eligible.
- All awnings and signs are required to be professionally produced and installed.
- All signs or awnings must comply with the Town of Wellington municipal code.
- Applicant must obtain approval from the Town of Wellington Planning and Building Department, and all designs must be reviewed by the WCMSP Design Committee.
- A building permit must be obtained and the cost for the permit may be included in the contractor's bid.
- Signs consisting of carved or raised letters or painted signs may be considered if lit from the front or above.
- Contact information shall not exceed 50% of the business name lettering or logo size.

- Awnings and signs must remain within the proper scale of the building and not obscure architectural features. Contrasting letters painted or sewn on the fascia only.
- Rear entrance, alleyway, decorative canopies and awnings, and auxiliary signs may be considered part of the program.
- Repair or improvement to existing sign or awning may be considered at the discretion of the WCMSP Design Committee as long as they are compliant with current municipal code.
- Lighting costs are considered eligible if used to light sign at the front.
- Labor, construction, and installation are eligible expenses.
- Building directory signs are considered eligible if they comply with municipal code.

IN-ELIBIGLE ACTIVITES

- Exclusively residential and non-commercial properties.
- Property in litigation, mediation, condemnation, or receivership.
- Property with outstanding code violation orders.
- Property with any special assessments, delinquent real estate taxes, or delinquent personal property taxes.
- Work completed before an application is submitted is not eligible.
- Signs that depict “for lease” or “for sale” information.
- Roof top, off premise, or interior store signs.

GRANT PROCESS

1. The WCMSP Design Committee will meet to review the application and the applicant is highly encouraged to attend the meeting when scheduled. If approved, the application is forwarded to the WCMSP Board of Director’s for final approval. The Design Committee meets on the 2nd Wednesday of every month at 8:30 am at the Kinzli ReMAX Alliance building.
2. A written approval or denial letter will be issued to the applicant within 14 days of the WCMSP Board of Director’s decision. A copy of the letter will also be sent to the Town of Wellington Building and Planning Department.
3. Owner/applicant must contact the Town of Wellington regarding regulations and permits that are required for signs or awnings. A permit is required for signs and awnings and Town of Wellington approval must be obtained prior to the start of any work.
4. Go online to <https://www.wellingtoncolorado.gov/191/Building-and-Planning> or contact the Town of Wellington Building and Planning Department for permit information. Failure to comply with the Village permit process may result in the denial of WCMSP grant funds.
 Town of Wellington Building and Planning Department
 8129 Third Street; P.O. Box 127
 Wellington, CO 80549
 Phone: 970-568-3554
 Email: building@wellingtoncolorado.gov
5. Upon obtaining all approvals, the owner/applicant and the WCMSP execute an agreement in which the owner/applicant agrees to complete the project within one year from the approval date. In return, the WCMSP agrees to reimburse the owner/applicant for 50% of the cost of the project, up to \$1,000, upon completion of the pre-approved, applicant-paid work.
6. Upon approval, the applicant has 90 days to initiate the work, unless an extension is approved in writing.
7. As necessary, confer with WCMSP staff during course of work to ensure project’s compliance as originally submitted.
8. Notify the Town of Wellington Building Inspector upon completion to schedule a final inspection.
9. Notify the WCMSP upon completion of project to schedule an inspection by the WCMSP Design Committee for compliance to the program.

10. Submit paid receipts for the completed project to the WCMSP office (Wellington CO Main Streets Program, PO Box 1021, Wellington, CO 80549) along with a copy of the finalized building permit.
11. The applicant must agree to complete, sign, and submit a W-9 in order for disbursement of grant funds.
12. The awarded grant will be reimbursed with a check made payable to the applicant after all the work is done, the invoices have been paid in full by the applicant, and the inspections are complete.

RULES AND GUIDELINES

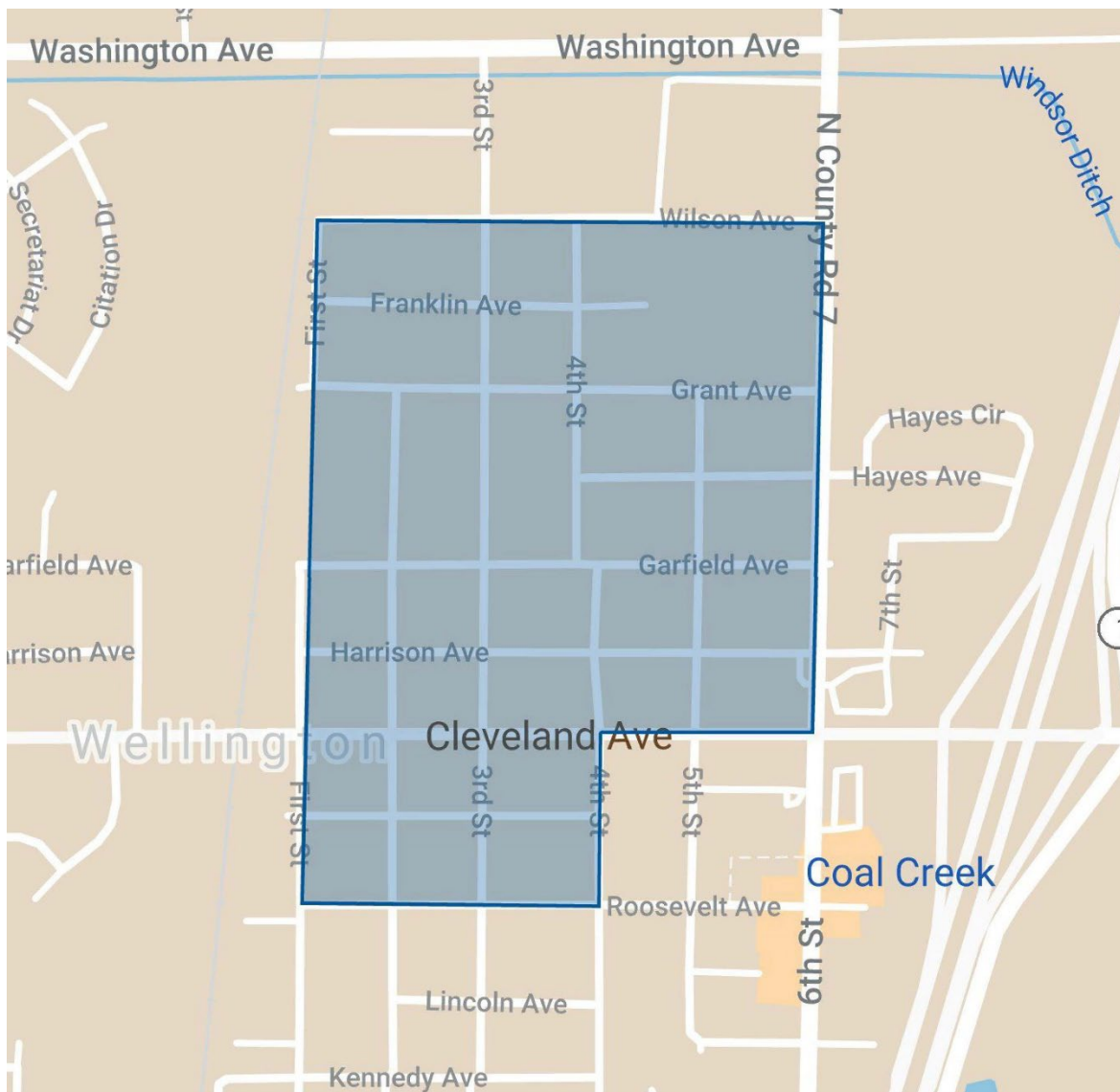
- Funding is limited and the amount awarded for a project is on a first-come, first-served basis.
- Owners, tenants, or owner/tenant joint ventures may submit application.
- Applicant must comply with the program standards.
- A completed application must be submitted to determine eligibility for the program. Applicant may apply more than once at the same address as long as the applicant does not exceed the maximum sign grant of \$1,000 during a three-year time frame.
- Grants will only be provided for projects that conform to all Town of Wellington zoning, permitting, and licensing requirements, along with any necessary WCMSP approvals.
- A property owner with three or more tenants must submit a building sign plan to be eligible for a grant. Multi-tenant properties are eligible for up to \$2,000 per project.
- The WCMSP Design Committee must give approval for any changes and will be signed, dated, and attached to the original application.
- Any alterations or deviations to the project will result in denial of grant funds.
- Applicants are highly encouraged to attend the Design Committee meeting to review the project.
- The application may be denied if the existing condition of the building requires significant repairs or restoration.
- Approved work must be initiated within 90 days from the date the approval letter is signed. All work must be completed within one year of approval letter.
- Extensions must be requested in writing and may be denied.
- No applicant has the proprietary right to receive grant funds.

APPLICATION PROCESS

- Complete the application and submit to info@wellingtonmainstreet.org
- Two professional contractor estimates with separate costs for signs, support structures, lighting fixtures, electrical, hardware, installation, etc. Contractor proposals or bids must be current and dated no earlier than 60 days prior to the application.
- Applicant submits the following:
 - Rendering or sketch with dimensions showing placement of sign and/or awning on building, mounting height, and clearance from sidewalk to bottom of sign and/or awning.
 - Overall dimensions of sign/and or awning, color of background, size of letters in inches, color of letters, construction materials of sign/and or awning.
 - Wording to appear on all signage.
 - Colors and material type specifications with samples, when applicable.
 - Two or more photographs of the existing building, all sides.
 - Total project cost estimate, including installation and permit fee.
 - Lighting details to include type, location, number, and wattage of fixtures, when applicable.
 - Proof that real and personal property tax payments are up to date for the property and the business applying for the grant.
 - Proof that sales tax payments are up to date for existing business only.
 - Written approval of the project from building owner, if leasing.

- Return completed application with all the required information and two proposals to info@wellingtonmainstreet.org
- WCMSP staff will determine if the application is complete for the WCMSP Design Committee approval meeting.
- The WCMSP Design Committee will review applications on a rolling basis on the second Wednesday of month at 8:30 am at the Kinzli Real Estate Office, or when scheduled, and the applicant's presence at the Design Committee meeting is highly encouraged to help expedite the application review process.
- A permit is required for all signs and awnings and Town of Wellington approval must be obtained prior installation. Permit information can be found online at <https://www.wellingtoncolorado.gov/191/Building-and-Planning>

PROGRAM AREA MAP





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Applicant Name: _____

Business Name: _____

Physical address where sign/awning will be installed: _____

Mailing Address: _____

Phone: _____ Email: _____

Legal Entity of the Applicant (Please Check One):

- Sole Proprietorship
- Partnership
- Corporation
- LLC
- Other: _____

Status of the Applicant:

- Property Owner
- Tenant: Building Owner Name: _____
Building Owner Phone: _____

Give a Brief Description of the project and any other future building improvements: _____

Cost of the Project:

Sign: _____	Awning: _____
Lighting: _____	Installation: _____
Permit: _____	Total Estimated Cost: _____

Proposed State Date: _____

Expected Completion Date: _____

Affirmations: I have read and understand the process and rules to receive the Wellington CO Main Street Program Exterior Sign and Awning Grant funds. I understand that failure to abide by the outline process and rules will result in denial of the funds. I understand the project may be inspected by representatives of the WCMSP for compliance to the project as submitted with the application. I understand that should the project be found not in compliance with the original application and proposal as submitted and approved, I may be denied issuance of the WCMSP grant funds. The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the Hartland B.I.D. Sign and Awning Grant Program and agree to by the conditions and guidelines. Thank you for submitting your application to the Hartland Business Improvement District.

Applicant Signature: _____ Date: _____

Property Owner Signature, if not applicant: _____ Date: _____

Please return completed application to info@wellingtonmainstreet.org

(Bottom portion to be completed by Wellington CO Main Street Staff)

Applicant Name: _____

Approved By: _____ Date: _____

Staff Signature: _____