

## Application for 2023 Richfield Town Trust Commercial Grant

To the Applicant for a Richfield Town Trust Commercial Grant:

Following is an Application Form and the Eligibility Requirements for a 2022 Richfield Town Trust commercial grant. The Richfield Chamber of Commerce has provided the funds for this grant program from the profits of the Sweet Corn Challenge bicycle event over 24 years.

Everyone serving in the Town Trust is a volunteer and serving without pay or any other financial benefit. The Mission Statement of the Town Trust Commercial Grant program is “to provide matching funds for building projects in the Richfield Village Commercial Historic Districts I and II that will increase the commercial properties in a style that matches the existing historic character of the area, increases the life of the structure and contributes to the overall revitalization of the historic district of Richfield.”

Grants may be awarded to repair existing buildings that will be used for commercial purposes in either of the two historic districts. Please refer to the Richfield Village zoning map at [richfieldvillageohio.org/DocumentCenter/View/78/Historic-District-Zoning-Map](http://richfieldvillageohio.org/DocumentCenter/View/78/Historic-District-Zoning-Map).

The Town Trust may award up to \$10,000 in 2023 depending on qualifying applications. The funds must be matched dollar for dollar by the recipient. The decision of the Richfield Town Trust will be final and it may elect to not award any grants for 2023.

To help continue this program for many years in the future, grant recipients are required to volunteer time for events and activities that support this organization.

The deadline to return this application is December 30, 2022. Please read it carefully. Every question must be answered. Unanswered questions may disqualify the application.

The Town Trust will announce recipients in early 2023 and will fund the grant when the work is completed as specified in the application.

We wish you great success with your project.

Anthony Gargano, chair  
Richfield Town Trust Commercial Grant Committee

## **Richfield Town Trust Grant Eligibility and Criteria**

Business applicants must meet the following eligibility criteria:

- The business must be located in the Village of Richfield for tax purposes.
- The business must now operate or intend to operate in a commercial environment.
- The business must be financially viable.
- Parent, subsidiary, associate or linked businesses may be taken into consideration when determining eligibility.
- Government departments or their agencies are ineligible to apply for a Richfield Town Trust Commercial Grant.
- The applicant may not be a member of the Richfield Town Trust Grant Awarding Committee or the Executive Board.
- The applicant may not have received a Richfield Town Trust grant in the previous year's grant cycle.

### **Applicant Requirements**

The applicant must:

- Represent him or herself
- Be a United States citizen or have permanent resident status
- Be able to show how they are going to finance the project/activity
- Applicant must demonstrate he or she has the capacity and capability (including financial and planning support) to carry the project/activity through to completion and commercialization.

### **Recipient Criteria**

- The project must abide by relevant laws, regulations, and building codes. Copies of Richfield Village zoning permits, if required for the project, must be submitted along with request for payment or a letter from the zoning inspector stating that a permit is not required.
- Recipient must match the grant dollar for dollar. The Richfield Town Trust will reimburse an amount based on the cost details submitted on a paid invoice up to a maximum of fifty (50) percent of the cost of the project and up to the amount of the grant award offered by the Richfield Town Trust.
- When requesting the dollar award for the finished project, it must be shown that the scope and detail of the project matches the scope and detail as described on the grant application. Any change in the scope or detail may disqualify the project for the grant or reduce the amount of the grant.
- Awards will not be retroactive and will not cover any costs incurred prior to the date an application is approved.
- Recipient may use government funding for the project, but those funds may not be considered as part or all of the matching funds of the recipient.
- The project/activity must add value to existing business activities or an applicant's development plans and have sustainable potential.
- The project must be consistent with the Mission of the Richfield Town Trust and the Grant Awards Program.
- If the project cannot be completed by December 30, 2022, the grant will be withdrawn. The recipient may request in writing an extension of the deadline. The grant deadline may be extended or the grant may be withdrawn and may or may not be awarded to another applicant.
- The recipient will be expected to become a paid member of the Richfield Town Trust and support the organization in its activities and events, donating a minimum of six hours of service to the organization in the 2022 calendar year.

### **Application Evaluations**

Applications will be evaluated by a point system based on the following points:

- Degrees of benefit to the community.
- Capability of organization and its personnel to complete the project.
- The degree that the proposed action adds to the significance of the project undertaken.
- The extent to which the project will add to the life and usability of the structure.
- Ability of the project to promote the mission of the Richfield Town Trust.
- Appropriateness of time.
- Cooperation and support from the community and local government.

### **Conditions for Funding Approved Grants**

In order for an approved grant application to be funded the following conditions must be met.

- The project must be completed to the specifications in the proposal, including agreed-upon changes recommended by the Richfield Town Trust, that was submitted with the application and approved for a grant by the Richfield Town Trust.
- Any changes to the approved project with regards to specifications and scope, must be approved in writing by the Town Trust prior to funding the approved grant.
- The property must be inspected by the Richfield Town Trust to confirm implementation of the agreed upon specifications and scope of the approved grant application.
- Submission of invoices and paid receipts showing the recipient has paid for at least half of the amount of the project.
- The project is completed in the time specified in the approved application.

### **Town Trust Decision**

- The decision of the Richfield Town Trust Board of Directors will be final and not subject to any appeal.
- If a project is not completed by the time specified, funds may not be disbursed.

**The Mission Statement of the Town Trust Commercial Grants:** *To provide matching funds for building projects in the historic district of Richfield that will enhance the commercial properties in a style that matches the existing historic character of the area, increases the life of the structure and contributes to the overall revitalization of the Center of Richfield.*

## Application for 2022 Commercial Grant Program

*Please print this form and print or type answers for pages 1, 3 and 4 on this form. Answers for page 2 may be submitted on a separate page. Mail or deliver to ScripType Publishing, 4300 W. Streetsboro Rd.*

Project Title: \_\_\_\_\_

Name of Applicant Business: \_\_\_\_\_

Name and Title of Business Official:  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Business phone number: \_\_\_\_\_

Official's Home Phone number: \_\_\_\_\_

E-mail address \_\_\_\_\_

Name and address of partners in the business or the project:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Amount of funds requested: \_\_\_\_\_

Estimated total project costs: \_\_\_\_\_

Taxpayer Identification number: \_\_\_\_\_

Expected Project commencement date: \_\_\_\_\_

Expected Project completion date: \_\_\_\_\_

Richfield Village Planning and Zoning Director has approved the conceptual plans: Yes \_\_\_\_\_

Will a building permit be required?: Yes \_\_\_\_\_ or No \_\_\_\_\_

Are you related to any member of the Town Trust Grant Committee?: Yes \_\_\_\_\_ or No \_\_\_\_\_

If yes, please supply the name and the relationship: \_\_\_\_\_

*Please type or print answers to the following questions. A separate sheet may be attached for these questions. Feel free to submit photographs or documents that are relevant to the project.*

1. Please provide a summary describing the project/activity that this application is for.
  
2. What do you want this project to achieve?
  
3. Please list the itemized costs of the project and attach detailed construction quotes on the contractors letterhead.
  
4. How will you fund the project? Please include how you will access financial backing.
  
5. Explain how the project will benefit the community.
  
6. How does this project/activity fit with the goals of the Richfield Town Trust, specifically the Mission Statement of the grant program.
  
7. What level of difference will funding make to your project? For example, will funding assistance enable you to complete the project more efficiently, to do a bigger project, to complete the project more quickly, or create a higher probability of success for your project?
  
8. Would you be able to do the project without funding assistance? Yes or No?  
If no please explain why.

**Confirmation**

*If you agree to each point that follows, please initial that point*

I/we confirm and agree that:

- I/we have read the guidelines for making an application for a grant from the Richfield Town Trust that outline the procedures, terms, conditions and criteria and I/we understand and agree to these. \_\_\_\_ (Initials)
- I/we will use the building/space for commercial purposes in accordance with Village of Richfield Historic District regulations. \_\_\_\_ (Initials)
- The assistance sought in the application does not relate to expenditure that has been incurred prior to the receipt of this application by the Richfield Town Trust. \_\_\_\_ (Initials)
- The application involves a lawful project/activity that promotes economic vitality. \_\_\_\_ (Initials)
- The matching dollars for this grant will not come from other publicly funded sources. \_\_\_\_ (Initials)
- This application is not being made by an organization that is in receivership or liquidation, or by an individual who is an undischarged bankrupt. \_\_\_\_ (Initials)
- This application is not being made by a member of the Town Trust Executive Board or the Grant Committee. \_\_\_\_ (Initials)
- The project is not being managed by an undischarged bankrupt or someone prohibited from managing a business. \_\_\_\_ (Initials)
- The application is being made by a company or organization that is located in the Village of Richfield for the purpose of taxes, and an individual who is a United States citizen or who has United States permanent residence status. \_\_\_\_ (Initials)
- The information contained in the attached application is true and correct. There have been no misleading statements, omissions of relevant facts or any misrepresentations made. \_\_\_\_ (Initials)
- A background check will be undertaken on all applicants/directors. \_\_\_\_ (Initials)
- The Richfield Town Trust may request additional information as part of the evaluation of the application. \_\_\_\_ (Initials)
- The Richfield Town Trust may carry out checks to verify the contents of any information provided by me/us as part of the application process, and I/we will provide access to my/our records and personnel for that purpose. \_\_\_\_ (Initials)
- Grants are awarded to a specific project, property and person and are not transferable. \_\_\_\_ (Initials)
- All of the work done in the project will abide by the zoning requirements of the Village of Richfield. \_\_\_\_ (Initials)
- I/we acknowledge the Conditions for Funding Approved Grant Applications. \_\_\_\_ (Initials)

**Acknowledgment**

The undersigned acknowledges that if a Grant from the Richfield Town Trust is accepted, the Richfield Town Trust may release the following details about the applicant and the grant.

- Name of Grant recipient
- Amount of Grant
- Contact details of Grant recipient
- General statement of the nature of the project/activity as agreed by Grant recipient and the Richfield Town Trust.
- The outcome of the activity assisted (not before six months after the final project report is received)

I/we agree to provide regular reports to the Richfield Town Trust committee on the progress of the project and an accounting of all funds spent, confirmed with paid receipts. After the project is complete, a grant recipient will submit a final report. The final report will describe how the project accomplished its goals and explain how the applicant expended grant funds. Acceptance of the report is at the discretion of program staff and is required for the final payout of the grant.

I/we verify that the project meets the zoning requirements of the Richfield Village Zoning Code. Any project that is in violation of the zoning code will not receive funding.

I/we acknowledge that because funding for the Richfield Town Trust Grant is limited and discretionary, not all applications will be successful. The fact that an application meets eligibility criteria does not guarantee being awarded a grant. Allocation of available funding to eligible applicants will be at the sole discretion of the Richfield Town Trust. Prior to funding of the grant, the Richfield Town Trust Grant Committee will perform an on-site visit.

This confirmation/acknowledgment must be signed by the applicant. Where the applicant is a company, this confirmation/acknowledgment must be signed by a director of the company:

Name and Title (printed)\_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_