

“Richwood Gets a Facelift” Application

Name: _____

Address of property to be improved:	Mailing Address if different

Phone: _____

I would like to participate in the Richwood Gets a Facelift project. I understand that in order to qualify for a grant to make renovations on the front/exterior of my house/business in the Richwood City limits, I must do the following, as well as **agree to pay the 25% match** and submit this application to

Richwood Gets a Facelift Project
c/o The Richwood Area Chamber of Commerce
38 Edgewood Ave.
Richwood, WV 26261.

The Chamber Office is open from 10 a.m. to 2 p.m. weekdays. Applications may be placed in the mail slot outside of office hours or submitted by mail. **Applications will be accepted until Sept. 1, 2017.**

1. Wait for written approval of the project. The coordinator will come to your house and take *before* pictures.
2. Purchase and pay for all materials and/or services. **Remember to save the receipts.**
3. Make the planned improvements to the front of your building or property.
4. Contact the coordinator when the job is done. *After* pictures will be taken.
5. Submit your copy of the receipts for reimbursement.
6. Reimbursement checks will be issued within 2 weeks.
7. I further understand that this project must be completed by November 1, 2017.

Circle one and describe your project in the box below: (use back if needed)

Home	Business/Organization
To qualify for a \$300 grant, I must have completed renovations & present receipts totaling \$375 or more in order to receive the \$300 grant.	To qualify for a \$500 grant, I must have completed renovations & present receipts totaling \$625 or more in order to receive the \$500 grant.

_____ *I agree to the conditions as stated above.*

Signature of applicant

Date