



THE CITY OF FROSTBURG PRESENTS...

HOLLY JOLLY HOMETOWN HOLIDAY DECOR MINI-GRANT

About the Program

In an effort to enhance Holiday window displays in the downtown business district, and to offset the costs for such an initiative, the City of Frostburg is excited to offer the Holly Jolly Hometown Holiday Décor Mini-Grant to property owners and/or their commercial/non-profit tenants, and houses of worship located in the downtown business district. This mini-grant provides \$250.00 per applicant for the purchase of festive decorations to adorn their storefront. Grant funds will be allocated on a first-come, first-serve basis, and there is no match required. Priority will be given to first-time applicants.

The goal of this grant is to assist Frostburg merchants in investing in attractive Holiday decorations that can be used to make their storefronts special, unique, and festive. This grant has been made possible thanks to Allegany County Hotel/Motel Tax.

Terms & Conditions

Grant funds must be used wholly and exclusively for the purchase of temporary holiday-themed materials to be used in decorating the storefront window(s). The decor may be installed on the interior OR exterior of the storefront; however, any and all materials funded through this program must be easily visible from the street/sidewalk. Decorations must remain on display until at least December 25, 2023.

Important Deadlines

October 11: Deadline to apply for funds

October 13: Applicants will be notified of their award

November 22: Deadline to install décor.

****IMPORTANT: Photo of installation must be texted to 301-697-6129 or emailed to bfife@frostburgcity.org on/before this date in order to be eligible for reimbursement****

December 21: Deadline to submit receipts to City of Frostburg for reimbursement

December 25: Décor must remain in place until this date

January 18, 2024: Reimbursements will be distributed on or before this date


Reimbursement


The City will reimburse the applicant 100% of approved holiday decor expenditures, up to \$250.00. **WHEN PURCHASING MATERIALS, SAVE YOUR RECEIPTS!** In order to be eligible for reimbursement, the applicant must supply the City with receipts and/or proof of expenditures to the City's satisfaction before reimbursement will be issued.





City of Frostburg Holly Jolly Hometown Deadlines Checklist


Keep this checklist for your own records to ensure that you've completed the necessary actions in order to meet the required deadlines. Please be aware that failure to meet any of the following deadlines could result in the forfeiture of grant funding. Be sure to save your receipts! You will be required to submit these in order to be eligible for reimbursement of holiday décor expenditures.


-  **October 11** Application for funding must be submitted to Bethany Fife at bfife@frostburgcity.org on or before this date.

-  **October 13** City of Frostburg will notify approved applicants of their award on or before this date.

-  **November 22** Decor must be completely installed, and photos of decorations must be texted or emailed to Bethany Fife 301-697-6129 or bfife@frostburgcity.org on or before this date.

-  **December 21** Receipts/proof of expenditures must be submitted to the City of Frostburg on or before this date.

-  **December 25** Holiday decor must remain on display until this date.

-  **January 18, 2024** Reimbursement checks will be issued no later than this date.

HOLLY JOLLY HOMETOWN MINI-GRANT APPLICATION



Instructions:

After completing this application form, please email to bfife@frostburgcity.org in order to be considered for mini-grant funds. Funds will be awarded on a first-come, first-serve basis. Priority will be given to first-time applicants. Due to the limited amount of funding, filing an application does not guarantee funding. **Please contact Bethany Fife at 301-914-1790 with any questions.**

Applicant Information

APPLICANT NAME:

BUSINESS NAME OR BUILDING NAME:

BUSINESS ADDRESS:

EMAIL ADDRESS:

PHONE NUMBER:

<input type="text"/>	<input type="text"/>
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PROPERTY OWNER:

OWNER'S MAILING ADDRESS:

OWNER SIGNATURE

DATE:

<input type="text"/>	<input type="text"/>
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OWNER PRINTED NAME

TITLE:

<input type="text"/>	<input type="text"/>
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Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from property owner.



Project Information

ESTIMATED TOTAL COST OF DECORATIONS:

GRANT FUNDING REQUESTED (UP TO \$250.00 PER APPLICANT)

\$ <input type="text"/>	\$ <input type="text"/>
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NEXT ➔



Description of Project

USE SPACE BELOW. ATTACH SUPPLEMENTARY INFORMATION INCLUDING DRAWINGS, MATERIALS, ONLINE PRODUCT LISTINGS, ETC.

Certification & Signature

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I understand that a complete application includes this application, a detailed project description, sketch and/or examples of proposed installations (optional), and any other materials expected to be purchased if awarded grant funding. I acknowledge that incomplete applications may not be considered.

I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I further understand that the City of Frostburg reserves the right to reject any or all grant applications and to waive informalities.

APPLICANT SIGNATURE:

APPLICANT PRINTED NAME:

DATE:

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TO BE COMPLETED BY CITY STAFF:

- APPLICATION APPROVED FOR \$ _____
- APPLICATION RECEIVED: _____
- PHOTOS SUBMITTED: _____
- REIMBURSEMENT AMOUNT: _____

- APPLICATION DENIED.
REASON: _____
- NOTICE OF AWARD: _____
- RECEIPT(S) SUBMITTED: _____
- REIMBURSEMENT DATE: _____

STAFF NOTES:

Submit completed application to:

Bethany Fife, Community Development Director • bfife@frostburgcity.org

37 Broadway • PO Box 440 • Frostburg, MD 21532