



PASSAIC UEZ SIGNAGE MATCHING GRANT APPLICATION



Applicant Information

Business Legal Name _____			
Trade Name (if any) _____			
UEZ Zone Business Address (Sign Location) _____			
Contact Name _____	Telephone _____		
Email Address _____			
Mailing Address _____	_____		
(If different)	Street	City	Zip Code

Tax ID # _____ * State UEZ Number _____

*** APPLICATIONS WITHOUT THE STATE UEZ CERTIFICATAION NUMBER WILL NOT BE ACCEPTED**

1. Please note this is a matching grant program – the City of Passaic will match the owner’s payment dollar for dollar up to a maximum of a \$7,500 grant. The project will not fund awning signs except in special circumstances that will be reviewed on a case-by-case basis.
2. All agreements for any sign and any other improvements are directly between the business and vendor. The PEZDC is not a party to any agreement related to the installation of signage or lighting.
3. The applicant shall comply with all construction related regulations of the City of Passaic including obtaining necessary permits from the City. Cost of permits can be included in the grant.
4. Applicant must obtain two independent quotes from different signage companies, with a detailed rendering of the proposed sign—including materials, dimensions, and design—and a current photo of the existing signage or storefront submitted together. The quotes must show reasonable pricing, and the applicant must select the lowest-cost responsible vendor. *A single vendor may not provide both their own quote and a second quote on behalf of the business owner, nor may they submit the application or guarantee approval, both quotes must be obtained directly by the business owner from two separate vendors.
5. Funding will be awarded on a first come first served basis until funds are exhausted. No sign installation may begin until the applicant receives a written award letter.
6. If the application is accepted, the applicant understands that the signage & façade improvement grant will be awarded on a reimbursement basis and that the applicant must first pay the contractor in full from their own funds. Before the grant is awarded, the applicant must provide:
 - a. A copy of cancelled checks paid to the contractor(s) in the specified amount.
 - b. A paid receipt or contract stamped “Paid in Full” from the contractor(s) in the specified amount.
 - c. A photo of the installed sign confirming completion of the approved work.

Failure to provide these documents will result in a delay of awarding the grant and may result in forfeiture of the grant.



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Building Owner Information

Name _____ Phone _____
E-mail _____
Has consent for the sign installation been obtained from the building owner? <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Attach Building Owner Approval of Installation Letter (See sample attached)</u>

Vendor Information

Vendor you intend to use _____
Contact Name _____ Phone _____
Address _____
E-mail _____
Signage Cost Estimate _____ (Grant shall not exceed \$7, 500)
Please attach two (2) independent quotes from different signage companies, with a detailed rendering of the proposed sign—including materials, dimensions, and design—and a current photo of the existing signage or storefront submitted together. The quotes must show reasonable pricing, and the applicant must select the lowest-cost responsible vendor.
<u>*A single vendor may not provide both their own quote and a second quote on behalf of the business owner, nor may they submit the application or guarantee approval, both quotes must be obtained directly by the business owner from two separate vendors.</u>
Important: No sign installation may begin until the applicant receives a written award letter approving the grant.

If approved, what is your expected start date? _____

PROJECT MUST BE COMPLETED WITHIN 90 DAYS OF RECEIVING WRITTEN APPROVAL

I understand that if the work is not completed within the 90 days I will not receive the grant funds.

Applicant's Name

Date

**Return Completed Applications to: UEZ Office Room 206 Passaic City Hall, 330 Passaic St., Passaic, NJ 07055
Staff will contact applicants within 14 days of receipt of the application to discuss next steps.**



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SAMPLE OWNER SIGNAGE PERMISSION LETTER CARTA DE MUESTRA DE PERMISO DE LETRERO DEL PROPIETARIO

To: Passaic UEZ Program / Para: Programa UEZ de Passaic:

English

I _____ am the owner of the building located at _____, Passaic NJ.

I am giving my permission to _____ of _____ *(Business Owner)* to arrange for the installation of a sign on the building. *(Business Name)*

Spanish

Yo, _____, soy el propietario del edificio ubicado en _____, Passaic, NJ.

Autorizo a _____ de _____ *(Nombre del Propietario del Negocio)* a coordinar la instalación de un letrero en el edificio. *(Nombre del Negocio)*

Property Owner Signature / Firma del Propietario

Phone Number / Teléfono del Propietario

Date / Fecha