



Forging a stronger, more inviting, and more vibrant Plain City
Uptown Plain City Organization
2020 BIG FIG

PROGRAM DESCRIPTION

The Uptown Plain City Organization (UPCO) is providing grant funds, not to exceed a total budgeted amount of \$3,000, to a Village of Plain City for-profit business (or businesses) in operation with regular hours open to the public. This grant is to aid the business with recent financial challenges related to the COVID 19 pandemic. Only UPCO members in good standing are eligible to receive a grant, and the applicant has the option of joining UPCO prior to applying, or by having their UPCO membership fee deducted from the award. Grants will be made in accordance with the criteria and scoring system established by UPCO. Funds will be awarded at the September 17 UPCO General meeting.

OBJECTIVE:

The objective of the UPCO Business Improvement Grant / Façade Improvement Grant (BIG FIG) Program is to help our local businesses with financial challenges they have faced in light of the COVID 19 pandemic.

PROCEDURE:

- _____1. Thoroughly review all information, including the BIG FIG Guidelines and the Terms and Conditions.
- _____2. Submit photograph(s), estimates, architectural plans, or other financial details if that helps to demonstrate the business' financial need.
- _____3. Complete the application form.
- _____4. Include in your application all applicable consent and release forms where appropriate.
- _____5. Submit all of the above by August 31, 2020 to:

Via U.S. Mail: BIG FIG Uptown Plain City Organization; P.O. Box 297; Plain City, OH 43064

Via e-mail: with subject line "BIG FIG (name of business)", send to info@uptownplaincity.com.

Or drop off at the UPCO office (put in slot) located behind the former Village Chambers building at 213 S Chillicothe Street (former zoning office). NOTE: The BIG FIG Committee may request additional information from an applicant to further define or clarify his/her application details.

TERMS AND CONITIONS:

1. You must obtain applicable permits/approvals from the Village of Plain City Zoning Inspector, West Jefferson Building Department, and/or Madison County Health Department should this be a part of your proposal.
2. Any un-awarded funds will get carried-over and added to budgeted grant amounts for the following year.



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CRITERIA:

1. Eligible applicant - any UPCO member in good standing, as person(s) or entity(ies) that own(s) or manage(s) a for-profit business, physically located in the Village of Plain City boundaries, is eligible to apply. If the business is not an UPCO member at the time of application and said business receives grant funds, the \$50 UPCO membership fee will be deducted from the award, and the business will receive a one-year membership in UPCO.
2. Explain what your business does and how it is an asset to the Village of Plain City.
3. Explain what challenges your business has overcome in the past, and any new challenges you continue to struggle with, especially related to the COVID 19 pandemic.
4. Explain how the grant funds will help you overcome your challenges and give detailed specifics about how you plan to use the money.

DISCLAIMER:

UPCO and its affiliates (including the Design Review Committee) disclaim any responsibility for ensuring that improvements undertaken through its Business Improvement Grant Façade Improvement Grant (BIG FIG) Program comply with the requirements of ADA. Owners should seek their own legal, architectural, or engineering advice concerning ADA compliance. Awarding of a grant in no way constitutes approval of ADA or any other (including state or local) requirements. Furthermore, we do not accept any responsibility for any errors in improvements or omissions concerning construction, engineering, or architectural matters or the like.

SCORING SYSTEM:

Retail/Restaurant/Service (Salon, Spa, Barber Shop, etc.) Use: +10 points

Office/Medical Office Use: +5 points

Demonstrated Financial Need: +5-15 points

Years in operation:
Five or more years + 5 points
Four years + 4 points
Three years + 3 points
Two years + 2 points
One year + 1 point

Member of UPCO at time of application: + 5 points

QUESTIONS: Contact Shannon Pine, Design Committee Chair, steelerspine@gmail.com.



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GRANT PROGRAM APPLICATION

Applicant Name: _____ Business Name: _____

Business Address: _____

Nature of Business: _____ Years in operation: _____

CONTACT INFORMATION:

Contact Name: _____ Contact #: _____

Mailing Address: _____

E-Mail Address: _____

Is applicant the owner of the site? Yes ___ (attach Release Form) No ___ (attach Consent Form if applicable)

Describe what your business does and how it is an asset to the Village of Plain City: _____

(Continue on separate page if necessary)



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GRANT PROGRAM APPLICATION CONTINUED

Explain what challenges your business has overcome in the past, and any new challenges you continue to struggle with, especially related to the COVID 19 pandemic:

(Continue on separate page if necessary)

Describe how the grant funds will help you overcome your challenges and give detailed specifics about how you plan to use the money:

(Continue on separate page if necessary)

I hereby acknowledge that I understand and accept the Terms and Conditions of the BIG FIG Program. This signature indicates my intent to meet the specified Terms and Conditions if grant money is awarded. I further understand that, upon grant award, payment will be in strict accordance with UPCO-approved Guidelines and the Terms and Conditions thereof, which are hereby made part of this agreement.

Applicant Signature: _____ Date: _____

***** (For Office Use Only) *****

Application Receipt Date: _____ Date of DRC Evaluation: _____

Total Score: _____

Notes: _____



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BUSINESS OWNER RELEASE FORM (For Owner/Applicants)

UPCO BIG FIG Program Applicant: _____

Property Address: _____

I, _____, as owner of the above company, hold the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Business Improvement Grant / Façade Improvement Grant Program.

Signature: _____

Date: _____

BUSINESS OWNER CONSENT FORM (For Tenant Applicants)

UPCO BIG FIG Program Applicant: _____

Property Address: _____

Description of project if funds are used for an improvement that requires owner consent: _____

(Estimated) Project Start Date: _____

I, _____, as owner of the above property, do give my consent for this project to occur, holding the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Business Improvement Grant Program.

Signature: _____

Date: _____