



## Burlington Downtown Corporation Small Grants Program 2011-2012

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### Introductory Information

Burlington has long been a center of commerce and industry for Alamance County. It has been a place where people came seeking opportunity through ingenuity and hard work. A bustling downtown was evidence of the success brought by the railroads, the world-famous textile industry and more recently LabCorp, one of the world's largest medical testing firms and a Fortune 500 Company. However, like many downtowns across North Carolina and the nation, Burlington experienced the loss of the textile industry and other manufacturers who took their operations overseas. This loss was compounded by the trend of retail commerce moving out of the city center to more suburban locations.

Over the last ten to fifteen years, communities engaged in revitalization efforts have come to the realization that public investment in infrastructure *and* creative public-private partnerships hold the key to bringing about real change in their downtowns. Urban revitalization presents many challenges to developers and entrepreneurs that suburban development does not. Small parcels in multiple and sometimes absentee ownership, buildings with outdated electrical and plumbing that don't meet modern building codes, and complexity in solving parking challenges are just a few reasons why developers may choose to take the easy route of greenfield development. But by clearly understanding these challenges and finding ways to incent development, many communities have been able to create value in their downtown tax base that will only compound with time.

The trends of increased downtown revitalization efforts and suburban growth in the Triangle and Triad present opportunities and challenges for the City of Burlington. While Burlington remains the center of commerce for Alamance County, it is also becoming a bedroom community for these surrounding metropolises. As the revitalization of our larger neighbors' downtowns mature, entrepreneurs in Burlington, Alamance and the surrounding areas will be looking for the next opportunity. Burlington is well positioned to take advantage of these trends, to target resources to downtown in a way that will leverage significant private investment and secure downtown as one of the region's most potent economic engines.

## **FY 2011-2012 Grant Cycle Priorities**

This Small Grants Program is one part of an Economic Development Toolbox that is the beginning of a framework for public investments intended to leverage significant private investment in downtown Burlington. The proposed grants programs are informed by the recommendations from the 2008 Downtown Burlington Master Plan (Haden Stanziale, et al.); from research into the types of programs offered in communities across North Carolina, and from conversations with individual business and property owners in downtown Burlington.

The BDC is committed to using the funds entrusted to it for projects that show the most potential for strengthening downtown Burlington's economy in the long term. Business needs were identified through market analysis using ESRI market data, stakeholder input and visioning completed as part of the 2008 Burlington Downtown Master Plan, and survey and interview data collected from downtown business owners.

## **Program Goals**

With downtown Burlington's particular needs in mind, the Small Grants Program focuses on the following goals:

- To encourage the sustainability of both new and existing businesses;
- To facilitate the development of certain retail, restaurant and other uses identified in market analyses and by the BDC as desirable to future downtown success.
- To facilitate the sensitive, historic rehabilitation of downtown buildings;
- To facilitate the rehabilitation and modernization of downtown buildings into 21<sup>st</sup> century business locations;
- To increase the energy efficiency of downtown buildings, thereby increasing businesses' opportunities for success and strengthening the value of downtown real estate;
- To facilitate the development of residential units within the upper stories of building within the downtown municipal service districts;

## **Funding Source & Availability**

- The majority of the grants in this funding cycle are small matching grants that require a 50% match by the applicant and are structured for the most part as deferred loans, which means that if the improvements stay in place for a period of five years the interest-free loan becomes a grant. However, if the business closes or changes hands, the loans becomes due to the BDC.
- This Small Grants Program is supported by funds from the City of Burlington General Fund and the Downtown Burlington Municipal Service District tax funds.

- Grants will be awarded for eligible projects on a funds-available basis and at the discretion of the Burlington Downtown Corporation Board of Directors based on recommendations from the Grants Review Committee.

**Eligibility**

Downtown Property and Business Owners located within the boundaries of the downtown Municipal Service District are eligible to apply for the BDC Small Grants Program. Please see the map below:



**Downtown Burlington Municipal Service District and National Register Historic District Boundaries**

——— Downtown Municipal Service District (MSD)
 
 National Register Historic District

## **Grant Cycle Schedule**

Grant applications will be reviewed on a quarterly basis and will be competitive in nature. The deadlines for FY 2010-2011 are as follows:

August 30, 2011  
November 16, 2011  
February 29, 2012  
May 30th, 2012

## **Grant Programs Available**

The following grants will be available to business and property owners within the Municipal Service District:

1. **Business Up-fit Grant** (Equipment, Fixtures, etc.)
2. **Business Sustainability Grant**
3. **Building Rehabilitation & Modernization Grant**
  - Interior Systems & Energy Efficiency Improvements
  - Exterior Façade & Signage
4. **Downtown Residential Incentive Grant**

## Program Descriptions

### **1. Business Up-fit Grant**

The goal of the business up-fit grant is to facilitate the development of new and expanded business enterprises in the downtown area consistent with the recommendations of the 2008 Burlington Downtown Master Plan. The master plan identified opportunities for downtown Burlington in the areas of:

- Full service dining
- Specialty clothing
- Home furnishings
- Office/stationer's/gifts and,
- Food related retailers (i.e., coffee shops, ice cream shops, chocolate shops, wine shops, bakeries, candy shops).

Businesses in these categories will be given priority, however other businesses that the BDC feels will add to the business mix will also be considered for funding. These could include business such as:

- Arts related retailers (i.e., galleries, photography studios, pottery and crafts),
- Health and fitness businesses and others.

#### Program Description

This grant program is structured as a deferred loan for business up-fit to help ease start-up costs. For businesses that stay five years, the loan becomes an interest free grant. For businesses that leave before the five years a pro-rated loan amount must be repaid. The loan proceeds can be used for building up-fit including demolition, painting, finish carpentry, flooring, display fixtures, and equipment.

This is a 50-50 matching program. Available grant funds for individual projects are determined using a formula based on \$3.00 per sq foot for retail and \$5.00 per square foot for restaurants. For example, a grant recipients' total investment in their business (not including buildings and land) must be at least \$5,000 to receive a deferred loan (grant) of up to \$5,000. Restaurants and food-related retailers that require specialized equipment may be eligible for up to an additional \$5,000. New businesses in operation for less than two years will be eligible, as will existing businesses that are significantly expanding or changing their business model. The five year period starts from the date the grant is made.

#### Requirements

1. Applicants are required to meet with BDC staff prior to making application to review their goals and plan for use of grant funds.
2. A completed business plan must be submitted with each application and must be approved by the BDC Grants Review Committee.
3. Depending on business experience, applicants may be asked to meet with an experienced business mentor and submit quarterly reports for the first two years.

4. A financial statement or proof from a lending source must accompany each application.
5. Proof of insurance must accompany each application.
6. Each application must also include the following:
  - a. Photos of building's existing condition. Include all relevant views and angles.
  - b. Sketches, drawings, site/space plans, architectural plans, Photoshop renderings or other similar visuals that will provide the BDC Grants Review Committee with sufficient information to evaluate the improvements being proposed.
  - c. Specifications and cost estimates for project activities. For sub-contracted work, include at least two quotes.
7. Applicants must adhere to applicable City of Burlington Ordinances and code requirements such as building codes, sign regulations, etc.
8. A minimum of two bids must be submitted for subcontracted work.
9. Tenants must submit signed approval form from landlord and show proof of at least a two-year lease.
10. Grant funds will be reimbursed based on invoices/receipts following issuance of certificate of occupancy, BDC staff inspection and opening of the business.

## 2. **Marketing Assistance Grant**

The purpose of this program is to assist both new and existing businesses in their efforts to grow their businesses, attract new customers and to keep their businesses on a sound financial footing.

### Program Description

Activities under this program are less likely to be in the form of direct grant assistance and more likely to take the form of technical assistance, from BDC staff and volunteers, partner organization and/or from specialized consultants.

Application for this program should be carried out in consultation with BDC and SBC and or SBTDC (Small Business and Technology Development Center) staff or another business consultant regarding business needs and goals as well as available resources. The applicant should prepare a proposed plan that could span two years. The maximum grant amount for the two year period is \$3,000 and is a 50-50 matching program. Grant proceeds can be used for specialized training, workshops, software, research, and development of marketing strategies or other similar services.

### Resources

*Small Business Center* - The Small Business Center at Alamance Community College is a great place to start for training, counseling, and resource information. Visit them on-line at [www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us) . They offer free confidential business counseling, numerous workshops and seminars, and a free resource library. Contact Milele Archibald, the SBC Director for more information.

Milele Archibald

Email : [archiba@alamancecc.edu](mailto:archiba@alamancecc.edu)

Phone: 336-506-4312

*Small Business and Technology Development Center (SBTDC)* - SBTDC specialists provide management counseling and educational services to small and mid-sized businesses throughout North Carolina. Most SBTDC services are free of charge, and all SBTDC services are confidential. The SBTDC's core service is in-depth management counseling, addressing financing, marketing, human resources, operations, business and strategic planning, and feasibility assessment. Visit them on-line at <http://www.sbtcd.org/>, or contact the UNC office at 919.962.0389, [uncch@sbtcd.org](mailto:uncch@sbtcd.org).

### Requirements

1. Applicants are required to meet with BDC staff prior to making application to review their goals and plan for use of grant funds.
2. Each application for the Business Sustainability Program must include a goal statement, a clear description of the specific problem(s), issue(s) or research question(s) you would like to address, how you intend to use the funds and how you intend to use your matching funds.
3. A completed business plan must be submitted with each application and must be approved by the BDC Grants Review Committee.
4. A financial statement or proof from a lending source must accompany each application.
5. Businesses who are tenants must show proof of at least a two-year lease.
6. Grant funds will be reimbursed on a monthly basis with receipts/invoices of services rendered or purchases made according to the program activities outlined in the grant application.
7. An end of year report and interview with BDC staff is required at the 1 year mark to review progress and answer any questions and a final report and interview is required prior to disbursement of the final grant payment.

### **3. Building Rehabilitation & Modernization Program**

The goal of the building rehabilitation and modernization program is to encourage the sensitive and appropriate rehabilitation of buildings within Burlington's historic core such that they not only contribute to an attractive, quality shopping and business district but also meet the business and living needs of the 21<sup>st</sup> century.

There are two grants available under this program:

- **Exterior Façade & Signage Grant**
- **Interior Systems Grant** (Energy Efficiency Improvements, HVAC, Plumbing, Lighting, Fire Code, Building Code improvements)

#### Description

This is a deferred loan program for improvements to downtown buildings. This is a 50-50 matching program up to \$20,000 per building. Two grants will be available under this program:

**Exterior Façade Rehabilitations** – A maximum of \$7,500 will be available per façade. All facades visible from the street will be eligible. Rear or side facades are not eligible on their own without an improved front façade. The program is structured as a five-year deferred loan, meaning that

after five years, if the building is maintained, the loan becomes an interest-free grant. Eligible expenses can include wood and masonry repair, window repair, exterior painting, appropriate cleaning of brick or masonry, roof repair or replacement, awning installation and signage. Roof repair/replacement is subject to the façade maximum of \$7,500.

*Signage Grant* – In most cases signage will be reimbursed at a maximum of \$1,500 per sign on a 50-50 matching basis. In some cases, restoration work to signs that can be considered either historic or integral to the building’s façade, such as a theater marquee, can be eligible for up to \$4,000 on a 50-50 matching basis. This determination is at the grant selection committee’s discretion.

**Interior Systems Grant** – This program addresses modernization of the interior shell of downtown buildings. This can include upgrades to plumbing, hvac, electricity, fiber optics, energy efficiency improvements and improvements related to the Number 1 fire district. A maximum of \$7,500 will be available per building.

### Requirements

1. Applicants are required to meet with BDC staff prior to making application to review their goals and plan for use of grant funds.
2. A completed business plan must be submitted with each application and must be approved by the BDC Grants Review Committee.
3. A financial statement or proof from a lending source must accompany each application.
4. Proof of insurance must accompany each application.
5. Each application must also include the following:
  - a. Photos of building’s existing condition. Include all relevant views and angles. I.e., if you are applying for an interior system grant, include photos of the interior of the building where the improvements will be made.
  - b. Sketches, drawings, architectural plans, Photoshop renderings or other similar visuals that will provide the BDC Grants Review Committee with sufficient information to evaluate the improvements being proposed.
  - c. Specifications and cost estimates for project activities. For sub-contracted work, include at least two quotes.
6. The program is structured as a 50-50 match, based on expenditures for grant-eligible activities only. Planned improvements made within 12-months of the grant application may be used as a match. Other public grant monies cannot be used as the match.
7. Improvements must meet the Secretary of Interior’s Standards for Rehabilitation.
8. Recipients must keep the improvements in place for at least five years or repay the pro-rated loan amount. The loan runs with the property and is assumable by future owners, should the building be sold within the five year period.
9. Businesses who are tenants must show proof of at least a two-year lease and owner permission to undertake the improvements described in the grant application. In situations where the applicant is a tenant, the BDC encourages participation by the landlord in the building’s improvement.
10. Grant funds will be released upon issuance of certificate of occupancy, if applicable, and inspection of BDC staff.

#### 4. Downtown Residential Development Incentive Program

##### Description

The Downtown Residential Incentive Program assists with the development of quality income-producing residential uses in the upper levels of the buildings that reside within the downtown Municipal Service District (MSD). This program will be made available to developers of market rate residential units. Both for sale and rental projects will be eligible. Developers of new units designated as Class A are eligible. Owners who have Class C or B units and wish to upgrade them to Class A units are also eligible. The proposed program would offer a per square foot subsidy for eligible projects, with a proposed maximum grant amount of \$5,000 per unit.

The rehabilitation of the structure must be substantial. The total rehabilitation expense must exceed four (4) times the amount of the grant and be completed within a 12-month period from the award date of the grant. This program will refer to the absorption rate of 250 units recommended in the master plan. A proposed \$3.50/sq foot subsidy is proposed for the first 100 units built, with a \$2.50/sq foot subsidy available for the next 150 units built. This provides an additional incentive for those developers willing to take on the added risk of being the “first in.” This program will be re-examined when the absorption rate of 250 units is met and may be either re-established or retired based on a market analysis at that time.

Qualified rehabilitation expenses include costs incurred within a structure. Window repairs are included in this definition. Qualified expenses can include subcontracted work for demolition or construction, interior systems upgrades and/or purchase of materials. Applicants may not apply for the Interior Systems Grant for the residential portion of a project if they are applying for the Downtown Residential Development Incentive Program. Expenses that do not qualify include exterior renovations or the cost of acquisition or personal property. Grant monies will be paid upon proof of issuance of certificate of occupancy.

Any property owner of a building within the downtown Burlington Municipal Service District may apply for the Downtown Residential Incentive Program, subject to the following:

1. The grant portion of the project must be for the interior renovation of an existing building only.
2. The proposed project must meet all applicable zoning requirements
3. All required permits (i.e., zoning, building, etc.) must have been obtained.
4. The proposed project follows the Secretary of Interior Standards for Renovations of Historic Structures.

##### **Examples of Eligible Projects Include:**

- Rental or Apartment Housing;
- Condominium Development, for sale housing;
- Hotel Development

## Requirements:

1. Applicants are required to meet with BDC staff prior to making application to review their goals and plan for use of grant funds.
2. A business plan, sources and uses statement and an operating pro-forma that indicates proposed sales prices of “for-sale” units or proposed rental rates of “for-lease” units must be submitted with each application. The plan must indicate unit and property amenities, marketing techniques, and expected absorption rates.
3. A financial statement or proof from a lending source must accompany each application.
4. Proof of insurance must accompany each application.
5. Each application must also include the following:
  - a. Photos of building’s existing condition. Include all relevant views and angles. I.e., if you are applying for an interior system grant, include photos of the interior of the building where the improvements will be made.
  - b. Sketches, drawings, architectural plans, Photoshop renderings or other similar visuals that will provide the BDC Grants Review Committee with sufficient information to evaluate the improvements being proposed.
  - c. Specifications and cost estimates for project activities. For sub-contracted work, include at least two quotes.
  - d. A sample board that shows proposed materials and finishes.
6. The Secretary of the Interior’s Standards for Rehabilitation will be used as guidelines for awarding project reimbursements.
7. Rehabilitation of a structure in the Municipal Service District should be considered a contemporary solution, which respects the architectural and historical integrity of the entire building while retaining those elements that enhance the building.
8. All rehabilitation design proposals must meet with the code requirements of the City of Burlington.
9. All projects should be completed within one (1) year of the date that the grant is awarded. Any extension beyond one (1) year must be requested by the owner and approved by the Burlington Downtown Corporation, or the funds may be rescinded.
10. Downtown Residential Development Incentive Program funds may only be used to finance interior improvements.
11. Grant funds will be made available upon issuance of certificate of occupancy and final inspection of BDC staff.

## Amenities list for “Class A” Residential Units in Downtown Burlington

“Class A” units, as the term will be applied for purposes of the Burlington Downtown Corporation’s Downtown Residential Development Incentive Program shall include the following or better finishes materials and amenities. These guidelines are not meant to dictate style, but rather to indicate a high level of quality and finish. Other finishes not listed here may be proposed but are subject to approval of the BDC Grants Review Committee.

1. Walls/Interior: Interior should be of a “finished” quality. Materials should be exposed brick, finished plaster or finished sheetrock with baseboard, crown and door moldings as appropriate to the design of the space.

2. Floors: Refinished or new installed hardwoods, cork, bamboo, minimum 8 mm laminates, floating or engineered floors, polished, stained or sealed concrete, ceramic tiles or stone in baths and kitchens. No vinyl flooring.
3. Countertops: Solid surface, stone, granite, sealed concrete, or stainless steel. No ceramic tile or laminate.
4. Appliances should be new and energy-star rated.
5. Windows: Windows should be treated according to the Secretary of Interior Standards and efforts should be made to make them as energy-efficient as possible.
6. Hardware: Faucets, cabinet hardware and light fixtures should be either of new and higher quality or be refurbished vintage fixtures of higher quality.
7. Building: Secured entrances, off-street parking.

## BDC FY 2011-2012 Small Grants Program Application

### Instructions:

Please type or fill out on-line. The grant application and program descriptions can be downloaded from [www.BurlingtonDowntown.com](http://www.BurlingtonDowntown.com).

*Pre-application Interview:* Prior to completing this application, you are required to set up a meeting with BDC staff to review your project. This will give staff the opportunity to answer any of your questions and to make suggestions that may make your application more successful.

*Attachments:* In addition to the information requested below, additional information is required of all applicants. Please see the checklist below and the project descriptions for each grant program for any additional required information:

### *Grant Checklist:*

- Pre-application Interview:* Date completed: \_\_\_\_\_
- Photos:* For grants that are proposing building renovations, please attach pictures that show the building or space from all relevant angles.
- Bids/Cost Estimates:* Be sure to attach at least two bids for any sub-contracted work.
- Business Plan:* Also please attach a business plan. The business plan is subject to approval prior to grant approval.
- Financial Statement:* Please include a copy of a business or personal financial statement.
- Proof of Insurance:* Please include a certificate of insurance for the subject property (not required for Business Sustainability Program).
- Proof of Ownership:* If you are a property owner please show proof of ownership, in the form of a deed of trust or a certificate of insurance.
- Two-year Lease:* If you are a tenant, please show proof of a minimum two-year lease.
- Owner's Approval Letter:* If you are a tenant, please include the property owner's letter of approval to complete the work described herein. (See the form letter attached).
- Grant Specific Requirements:* See the detailed program description for specific grant program requirements not listed here.

### Deadlines & Submittal Requirements:

Grant applications will be reviewed on a quarterly basis according to the following deadlines:

August 30, 2011  
November 16, 2011  
February 29, 2012  
May 30th, 2012

Applications are due in the BDC offices by 5:00pm on the day of the deadline. Applicants must submit five (5) hard copies and one electronic copy submitted via email saved in pdf format. No files larger than 10 MB will be accepted. Electronic proposals should be emailed to Julie Terry at [jterry@burlingondowntown.com](mailto:jterry@burlingondowntown.com) and must be received by the 5pm deadline. For hard copies, please use paper clips or binder clips. Do not include notebooks or report covers.

**Applicant Information**

Applicant Name:			
Co-Applicant Name:			
Mailing Address:			
Business Phone:		Cell Phone:	
Email Address:			
Subject Property Address:			
Business Name:			

**Please indicate which grant(s) you are making application for:**

- Business Up-Fit Grant
- Business Sustainability Program

Building Rehabilitation and Modernization Program:

- Façade and Signage Grant
- Interior Systems Grant
- Downtown Residential Development Incentive Program

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**Grant Narrative:** Please answer the following questions by entering your answers directly into the form or by attaching typed sheets.

### **1. Prior History in Downtown Burlington**

Please describe your business history in downtown Burlington. Do you own property downtown? If so please describe. Have you received grant funds from the Burlington Downtown Corporation previously? If so, please describe when and for what business and activity.

### **2. Prior Business/Development History**

Please describe any relevant experience you have running a business and/or developing property in addition to that described above. Include any relevant courses or schooling you have completed in the last five years.

### **3. Project Description**

Please describe your project or business for which you will be utilizing BDC grant funds. How does your project help fulfill the BDC's stated grant program goals? How will your project benefit downtown Burlington? What activities, if any, have you previously completed towards your project goals? Please specify how much you will have invested at project completion, including any funds expended beyond those you have included in your Project Activities/Budget chart in question #5. Attach additional sheets if necessary.

### **4. Need**

Please describe how receiving grant funds for your proposed project will help you meet your business goals. If you are applying for the *Business Sustainability Program*, please include a clear goal or purpose statement and specific objectives you expect to achieve or research questions you hope to answer at the end of the two-year period.

### **5. Project Timeline**

Please include a project timeline with milestones. Include a timeline for your overall project (if applicable) and a timeline for the use of the grant funds you are requesting.

## 6. Project Activities & Budget

Please describe the project activities for which you are requesting grant funding. Include any matching expenditures and all additional project expenses above and beyond what is reimbursable by the grant. Please note that other sources of public funds may not be used as the match.

Grant Program	Proposed Activity	Lowest Bid Estimate (if applicable)	Leveraged Funds (Applicant Funds)	Grant Funds Requested
	<b>Subcontractor/ Consultant Costs:</b> <i>(Please include firm name and number of people (Full Time Equivalents) who will be working on your job.)</i>			
	<b>Equipment/Materials Costs:</b> <i>(Please Describe)</i>			
	<b>Travel &amp; Subsistence Expenses:</b> <i>(Please Describe, if any)</i>			
	<b>Other Costs:</b> <i>(Please Describe)</i>			

Restaurant Example:

Grant Program	Proposed Activity	Lowest Bid Estimate (if applicable)	Leveraged Funds (Applicant Funds)	Grant Funds Requested
<i>Exterior Façade &amp; Signage</i>	<b>Subcontractor/Consultant Costs:</b> <i>Signage: Syntech, 1 FTE</i>	\$1000		
	<i>New Awning: DAC Awnings, 1.5 FTE</i>	\$1300		
	<b>subtotal</b>	<b>\$2,300</b>	\$1,150	\$1,150
<i>Interior Systems Grant</i>	<i>Plumbing Upgrades/Repairs</i>	\$2,200		
	<i>New HVAC System</i>	\$4,500		
	<b>subtotal</b>	<b>\$6,700</b>	\$3,350	\$3,350
<i>Business Up-fit Grant</i>	<b>Equipment/Materials Cost:</b> <i>Vent Hood</i>	\$20,000		
	<i>Kitchen Equipment</i>	\$25,000		
	<i>Furniture</i>	\$1,200		
	<i>Interior Painting</i>	\$1,200		
	<i>Fixtures</i>	\$1,000		
	<b>subtotal</b>	<b>\$48,700</b>	\$38,700	\$10,000
	<b>Totals</b>	<b>\$57,700</b>	<b>\$43,200</b>	<b>\$14,500</b>

Business Sustainability Example

Goal Statement: Alex’s Active Apparel is seeking grant funds to assist with research and implementation of marketing strategies to help (a) attract new customers, (b) encourage existing customers to shop more frequently and (c) decide when and how to expand product lines.

Objectives: Alex’s Active Apparel has the following objectives for this project:

- (a) To increase the customer base by 30% over the next two years.
- (b) To increase monthly sales by an average of 50% over the two year period.
- (c) To establish brand dominance within a 50 mile radius.

Grant Program	Proposed Activity	Lowest Bid Estimate (if applicable)	Leverage Funds (Applicant Funds)	Grant Funds Requested
<i>Business Sustainability</i>	<b>Subcontractor Costs:</b> Market Research, Marketeers, Inc., 2.5 FTE:			
	Telephone Survey			
	Zipcode Survey			
	Demographics Analysis			
	Target Markets Analysis & Recommendations	\$4,500	\$1,500	\$3,000
	Implementation: To be determined based on above recommendations. May include direct mail campaign, website redesign, sponsorships, etc.	\$3,000	\$3,000	
	<b>subtotal</b>	<b>\$7,500</b>	<b>\$4,500</b>	<b>\$3,000</b>
	<b>Totals</b>	<b>\$7,500</b>	<b>\$4,500</b>	<b>\$3,000</b>

**Property Owner's Letter of Approval**

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_ within the downtown municipal service district of downtown Burlington, North Carolina do certify that

\_\_\_\_\_ (lessee) is leasing the property from me for a term that began on \_\_\_\_\_ 20\_\_ and ends on \_\_\_\_\_ 20\_\_ . I

give the above lessee permission to undertake the work described in the attached grant application as it relates to the above referenced property and to seek BDC grant assistance related to that work.

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Property Owner Name – Please Print)