

Downtown Oshkosh Business Improvement District 2022 Blade Sign and Flower Pot Program *\$1,000 Maximum Grant Funding*

INTRODUCTION

The Blade Sign and Flower Pot Grant Program has been established by the Downtown Oshkosh Business Improvement District and Oshkosh Convention and Visitors Bureau to increase visibility for our downtown businesses and improve curb appeal throughout the district. This grant can also be used in conjunction with our Beautification Grant or Recruitment Grant programs.

PURPOSE/MISSION

- To improve the business climate in Downtown Oshkosh
- To improve business visibility
- Aid in improving the overall economic viability of the district
- To increase curb appeal efforts throughout the district

BLADE SIGN AND FLOWER POT PILOT PROGRAM

Property owners and business tenants within the Business Improvement District in Downtown Oshkosh are eligible for up to \$1,000 per project in which the BID will contribute 75% to the total project cost. The Downtown Oshkosh Business Improvement District will reimburse the property owner or business tenant for up to 75% of the expense, up to a maximum of \$1,000. The Business Improvement District reserves the right under this program to exceed the maximum grant amount of \$1,000 on a case-by-case basis. Grants may be awarded to eligible applicants on a first-come-first-serve basis while funds are available. Applicants are eligible for only one grant award, per address, within a (1) year time frame unless otherwise approved by the Downtown Oshkosh BID Manager.

ELIGIBLE APPLICANTS

The Business Improvement District Blade Sign and Flower Pot Grant Program is available to any Downtown Oshkosh property owner located within the Business Improvement District boundaries. Eligible property owners can receive one grant per address. The program is also available to business tenants of such buildings given the property owner's written consent. Eligible tenants must provide a signed lease of 1 year. A property owner and business tenant may not apply for the grant in conjunction of one another. Business or property owner must have blade sign permit and approval by the City of Oshkosh prior to installation and/or a signed encroachment agreement with the City of Oshkosh for the flower pot pilot program.

SIGN EXAMPLES



**(Lighted blade signs not currently permitted over public right of way)

PROCESS

a. Applications can be found at downtownoshkosh.com and are distributed and collected at the Oshkosh Convention and Visitors Bureau on a first-come/first-serve basis:

Oshkosh Convention and Visitors Bureau: BID Office
Attn: BID Manager
100 N Main St Suite 112, Oshkosh WI 54901

b. Completed applications are reviewed by the Downtown Oshkosh Business Improvement District Manager

c. The Oshkosh Business Improvement District Manager will attempt to provide notification of approval/denial to the applicant within thirty (30) days of application. The application should be submitted before the work is completed.

d. Appropriate documentation, such as invoices, must be submitted to the Downtown Oshkosh Business Improvement District Manager for fund reimbursement upon completion of the project. Note that all projects must be completed within ninety (90) days of grant approval unless otherwise approved by the BID Manager.

APPLICATIONS

a. Letter of Intent, addressed to the Business Improvement District, which should briefly outline the scope, size, intention, timeline and objective of the project in question

b. Completed Blade Sign and Flower Pot Grant application form (attached)

c. Completed Release of Information Letter (attached)

d. Letter of permission of work of the proposed building if you are not the building owner

e. Submit one quote for the proposed project

-Applicants are encouraged to use Downtown Oshkosh BID & Oshkosh area contractors

DESIGN GUIDELINES

All applicants shall utilize design standards for signage determined by the City of Oshkosh. Applicants are required to have an approved sign permit and must comply with all zoning and building code requirements of the City of Oshkosh. Please contact Sean Fitzgerald at the City of Oshkosh for all code requirements and sign permit information at 920-236-5028 or via email at sfitzgerald@ci.oshkosh.wi.us.

**Downtown Oshkosh Business Improvement District
Blade Sign and Flower Pot Grant Program – Application**
Applications missing any materials will be returned for completion.

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary:

Total Project Cost: \$ _____ Total Grant Request: \$ _____
(75% of the Total, \$1,000 Maximum Grant)

Required attachments:

- Letter of Intent, addressed to the Oshkosh Business Improvement District, which should briefly outline the scope, size, intention, timeline and objective of the project in question.
- Release of Information Letter (attached)
- Quote for the proposed project
- Drawn Project plan(s), if applicable. I fully understand how this plan relates to my building and the work I am proposing to do and I will be in compliance with the design guidelines for City of Oshkosh Zoning and Inspection regulations.

Submit application form and attachments to:
Oshkosh Convention and Visitors Bureau: BID Office
Attn: BID Manager
100 N Main St Suite 112, Oshkosh WI 54901

To be completed by staff only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

**Downtown Oshkosh Business Improvement District
Blade Sign and Flower Pot Grant Program – Release of Information Letter**

Date: _____

To: Oshkosh Convention and Visitors Bureau: BID Office
Attn: BID Manager
100 N Main St Suite 112, Oshkosh WI 54901

To Whom It May Concern:

I hereby authorize the Downtown Oshkosh BID to share all application materials with the BID Manager and Oshkosh Convention and Visitors Bureau who may be reviewing my application. I acknowledge that information provided may be released upon request in compliance with open record laws.

Signed,

Name (print): _____

Signature: _____

Date: _____