

2024 Small Business Façade Improvement Program Application

Hyannis Main Street Business Improvement District Program



In Partnership with the Barnstable Planning & Development Department



****Please Review Program Guidelines Before Completing the Application****

1. Business Name: _____
2. Business Legal Name: _____
3. Business Owner's Name: _____
4. Business Address: _____
5. Property Owner Name (if different): _____

NOTE: If the applicant is not the property owner, a signed letter or memo from the property owner (or an authorized representative) must be included with this application, along with a copy of the current lease/rental agreement. The property owner letter must state that 1) the applicant has permission to complete the proposed project, if approved, and 2) the applicant is party to an official lease agreement with a term of at least one year from the date this application is submitted.

6. EIN#: _____
7. Phone Number: _____
8. Email: _____
9. Year Established: _____
10. Average # of year-round full time employees: _____
11. Average # of seasonal/part-time employees: _____

12. Please provide a brief description of your business:

13. Please describe the project you are seeking grant funds for (please attach any plans or material specs you may have for the project):

14. Please describe your work plan for completing the project:

15. Please describe how this project will benefit your business and/or the surrounding area:

16. Is your project compatible with [Hyannis Historic District guidelines](#)?:

17. Project Budget & Schedule:

Item/Task	Timeframe	Cost
Total Cost		

18. Please describe the source of matching funds:

Attachment Checklist

Attach the following supporting documents with your application. Please note that incomplete applications will NOT be considered.

- ✓ Proof of property ownership OR signed letter/memo from the property owner authorizing project
- ✓ Copy of current lease showing term of at least one year from application date (if applicable)
- ✓ Photo(s) showing current conditions of the façade, building exterior, and/or project focus area
- ✓ Sketch or rendering of proposed façade improvements (this can be hand-drawn by the applicant)
- ✓ Contractor estimate for each project work item. Estimates must include contractor business name, address, and contact information, along with a detailed description of work.

Terms of Program Participation

- Award funding will be issued directly to the contractor in the form of reimbursement upon completion of work. Grant funds will be issued after the grantee provides proof of payment for the matching portion of the project. Grant funds cannot be used for deposits for any work being done and instead it's recommended that the applicant pay for the deposit with any matching funds they're providing for the project.
- The Hyannis Main Street Business Improvement District reserves the right to review and verify all project work prior to the issuance of payment.

Program Contact

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