

Plymouth Downtown Revitalization Program
Sign and Façade Grant Program

Step 1

Contact the Chamber of Commerce by phone (920-893-0079) or email (plymouthchamber@excel.net) to arrange a meeting with the Downtown Revitalization Committee.

Step 2

Prepare the following materials for the meeting:

1. Blueprints, drawings or a rendering of the planned sign and/or façade work
2. List of materials to be used for the signage/façade work
3. Approximately cost of the work upon completion

Step 3

Meet with the Downtown Revitalization Committee. At this meeting, the Committee members may offer suggestions and/or guidelines regarding the planned signage/façade work. A final approval of the plans from the Downtown Revitalization Committee will be necessary in order to apply for a grant.

Step 4

Complete the signage/façade work. Be sure to keep all invoices, as copies will be needed by the Committee in order to verify completion of the work.

Step 5

Complete the Reimbursement Application and return it, along with copies of all necessary invoices and a color photo of the completed sign/façade, to the Plymouth Chamber of Commerce (physical address – 647 Walton Drive, Plymouth; mailing address – PO Box 584, Plymouth, WI 53073).

Should you have any questions or concerns during this process, please feel free to call the Chamber office by phone (920-893-0079) or email (plymouthchamber@excel.net).

**PLYMOUTH DOWNTOWN REVITALIZATION COMMITTEE
FACADE IMPROVEMENT GRANT**

Please provide the following information for the committee to review. Once your application is complete, someone will contact you to set up a time to review your proposed facade improvement. The following information must be provided in before improvements begin to receive assistance. Qualifying facade improvements are eligible for 10% of the total cost up to a maximum of \$1,000.

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____ Email: _____

- What is the scope of the project?
- Please attach **color** renderings of the proposed revisions, including color descriptions.
- Please attach estimates from 2 professional sources. This is for DRC budgeting purposes only. Your final grant will be based on the actual costs according to the receipts that you provide after the project is completed.
- Proposed completion date: _____ / _____ / _____

APPLICATION STEPS

- As part of our commitment to Downtown Plymouth, we offer design services that are FREE of charge. The will help you work through the design process while keeping the overall style, colors and image of Historic Downtown Plymouth in mind.
- Complete this form and return to the Plymouth Chamber of Commerce
- Once you receive approval of the grant, begin with improvements.
- Complete and return the final form with copies all receipts attached.
- Your grant will be dispersed in a timely manner.

OFFICE USE ONLY:	
Application Received:	____/____/____
Approval Date:	____/____/____
Amount Approved:	____/____/____
Date Reimbursed:	____/____/____
Reimbursed by:	_____

PLYMOUTH DOWNTOWN REVITALIZATION COMMITTEE
SIGNAGE IMPROVEMENT GRANT

Please provide the following information for the committee to review. Once your application is complete, someone will contact you to set up a time to review your proposed signage improvement. The following information must be provided in *before* improvements begin to receive assistance. Qualifying signage improvements are eligible for 25% of the total signage cost up to a maximum of \$250.

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____ Email: _____

What material will the sign be made of?

What are the dimensions of the proposed sign?

▪ Height: _____

▪ Width: _____

▪ Depth: _____

Please refer to the attached City of Plymouth sign ordinance for guidelines.

Will the sign be: Externally lit Neon

Please attach color renderings of the proposed sign, including color descriptions.

Please attach estimates from 2 professional sources. This is for DRC budgeting purposes only. Your final grant will be based on the actual costs according to the receipts that you provide after the project is completed.

Proposed completion date: ____ / ____ / ____

APPLICATION STEPS

Complete this form and return to the Plymouth Chamber of Commerce

Once you receive approval of the grant, begin with improvements.

Complete and return the final form with copies all receipts attached.

Your grant will be dispersed in a timely manner.

OFFICE USE ONLY:	
Application Received:	____/____/____
Approval Date:	____/____/____
Amount Approved:	____/____/____
Date Reimbursed:	____/____/____
Reimbursed by:	_____