

# Application for Assistance Main Street Investments Program



CITY OF  
**JOHN DAY**

## Instructions to Applicant

Please complete the form below. Return to Corum Ketchum:

Email: [ketchumj@grantcounty-or.gov](mailto:ketchumj@grantcounty-or.gov)

### Mail or Drop Off:

City of John Day, 450 East Main Street,  
John Day, Oregon, 97845

## Program Information

**What:** 90% financial match for eligible Main Street development projects offered by City. 10% match required by program participants.

**Who:** For downtown businesses and property owners

**Where:** Properties and storefronts on located within the Main Street District between 3<sup>rd</sup> Ave and Dayton Ave

**Why:** Investing in Main Street benefits both residents and visitors with a greater variety and quality of shops and benefits, while providing jobs and enhancing services

**How:** The City is proud to partner with the Oregon Dept. of Parks and Recreation to offer this program using state lottery funds and existing City appropriations from the 2022 Main Street Revitalization Grant (if awarded).

BUILDING OR PROPERTY BEING ASSISTED				
Address(es)				
Business(es) or Organization(s)				
Assessor's Map Number		Tax Lot		
PROPERTY OWNER				
Name of Property Owner(s)				
Contact Person				
Mailing Address		Apt/Unit #		
City		State	Zip	

<b>APPLICANT INFORMATION (IF DIFFERENT THAN PROPERTY OWNER*)</b>					
<b>Contact Person</b>					
<b>Mailing Address</b>		<b>Apt/Unit #</b>			
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>DOCUMENTATION OF PROPERTY</b>					
<b>Project Description</b> <i>Please describe the current state of the property and work to be done below:</i>					
<b>Photographs of Property</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have attached photos of the property being considered</li> <li><input type="checkbox"/> I have not attached photos of the property being considered, <i>Please explain below</i></li> </ul>					

\*Please attach a signed statement from the property owner. Staff: See "Materials Checklist"

<b>ASSISTANCE BEING REQUESTED (CHECK ALL THAT APPLY)</b>		
<input type="checkbox"/> Façade improvements (repainting, architectural features, etc.)	Amount	\$
<input type="checkbox"/> Exterior lighting enhancements	Amount	\$
<input type="checkbox"/> Building accessibility improvements (ADA accessibility improvements for entrances, interior space, and restrooms)	Amount	\$
<input type="checkbox"/> Energy efficiency (window repair, insulation, awnings, etc.)	Amount	\$
<input type="checkbox"/> Business signage to meet code requirements with associated aesthetic improvements.	Amount	\$
<input type="checkbox"/> Other, please explain below:	Amount	\$
<b>TOTAL PROJECT COST</b>		\$

<b>MATCHING FUNDS</b>	
<b>Applicant Funds (10% of Total):</b>	\$
<b>Source of funds</b> (Cash on hand, business development loan, bank loan, etc.)	

## CERTIFICATION

### **The Applicant understands and agrees to the following conditions:**

1. Any physical improvements proposed must be approved by the City of John Day [The City] and may require approval by other entities. These entities may require certain changes or modifications before final approval and Commitment of Funds.
2. Commitment of Funds will not be processed until the Applicant satisfies all conditions.
3. Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement.
4. Any work deviating from what is detailed in the Commitment of Funds must be pre-approved in writing to be eligible for reimbursement.
5. While only proprietary information may be held in confidence outside of the public record, The City will attempt to maintain all information provided in a confidential manner.
6. Projects may require planning or building permits.

*Consult the John Day Senior Planner to determine what permits are required.*

If the Applicant is not the owner of the property to be assisted, or if the Applicant is an organization rather than an individual, the Applicant certifies they have the authority to sign and enter into an agreement to receive the assistance requested and to perform the work proposed.

*Evidence of this authority is attached and included as a part of this application by reference.*

**THE APPLICANT CERTIFIES THAT ALL INFORMATION IN THIS APPLICATION AND ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS GIVEN FOR THE PURPOSE OF OBTAINING ASSISTANCE FROM THE CITY AND IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT’S KNOWLEDGE.**

**SIGNATURE**

**Applicant Signature**

**Date**

Direct questions toward Corum Ketchum, Community Development Director

**Return to**

**Email:** [ketchumj@grantcounty-or.gov](mailto:ketchumj@grantcounty-or.gov)

**Mail or Drop Off:**

City of John Day, 450 East Main Street,  
John Day, Oregon, 97845

**Office Use Only**

**Date Received:**

**Date Approved/Denied:**

**Materials Checklist:**

- Authorization to apply for funds from building owner and/or authorizing organization (if needed)
- Photographs of property

**Notes:**