



231 E. Broadway  
West Memphis, AR 72301  
(870) 735-8814

## Building Improvement Grant Application

### BUSINESS OWNER INFORMATION

Date \_\_\_\_\_  
Business Name \_\_\_\_\_  
Business Address \_\_\_\_\_ (Project Address)  
\_\_\_\_\_  
Name of Business Owner \_\_\_\_\_  
Personal Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### PROPERTY OWNER INFORMATION (If different from Business Owner above)

Property Owner Name \_\_\_\_\_  
Personal Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### DESCRIPTION OF REPAIRS

\_\_\_\_\_  
\_\_\_\_\_

**AMOUNT REQUESTED**     \$ \_\_\_\_\_ (Half of Project/Up to \$5K)

Required additional application documentation:

- Itemized Quote/Contract/Invoice of all materials and labor costs of project
- Current photographs of project area(s)
- Current photograph of building exterior showing building location
- Renderings, drawings, or sketches of proposed work (optional)

Questions? Contact Main Street Executive Director Raymond Whiteside at  
rwhiteside@westmemphisar.gov or (870) 735-8814.



I, \_\_\_\_\_, have consulted with Main Street West Memphis Executive Director Raymond Whiteside and fully understand the requirements of the Main Street West Memphis Building Improvement Grant Program. I understand that I cannot proceed with my project and qualify for reimbursement until my project is approved by the Main Street West Memphis Board of Directors and I receive a signed letter from the Main Street Executive Director. I further understand that in order for me to receive financial reimbursement after my project is finished, I must submit the project's paid-in-full receipts to the Main Street Executive Director and Board of Directors.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Executive Director*

\_\_\_\_\_  
*Date*

*If applicant differs from Property Owner*

I, \_\_\_\_\_, owner of the aforementioned property, consent to the proposed project of the above-named applicant. As the property owner, I fully understand the requirements of the Main Street West Memphis Building Improvement Grant Program and agree to proceed within those guidelines.

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Executive Director*

\_\_\_\_\_  
*Date*