



**Main Street Duncan, Inc.**  
**Micro-Signage Grant Application**

Applicant \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Contact Person \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Building's Historic Name (if any) \_\_\_\_\_

Current Business Name \_\_\_\_\_

Applicant is:  Building & Business Owner  Business Owner  Building Owner  Tenant

If applicant is not the building owner, please provide the following:

Building Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**Important:** If applicant is not the building owner, please include the owner authorization form for tenant to apply for this grant.

How long has the current business been at this location? \_\_\_\_\_

How long has the present building owner owned the property? \_\_\_\_\_

Does the building have a second floor?  Yes  No

Is the second floor of the building currently occupied?  Yes  No

Estimated Total Cost of Sign \$ \_\_\_\_\_ (fee for sign installation not eligible through grant funds)

Estimated date the project will begin if grant is awarded    /   /20 Estimated completion date for project    /   /20

- Signs that take away historical character of the building will not be approved for the grant.
- Funds shall be allocated on a first come basis, after the sign is complete and displayed permanently on the building.
- Applicant must provide an example of signage with size of sign, graphics, wording, and any additional logos, etc. for approval if sign is not already installed; including expected date of completion.
- All signage must be permanently displayed on the building's front exterior (signage to be displayed inside a business or in a window display will not be approved). Signage to be displayed on windows may be approved per the committee's review.
- Any changes made to the signage after the grant approval, which have not been previously approved by the Design Committee, will not be eligible for funding.
- Signs that have been displayed one-year or longer are not eligible.
- A letter of acknowledgement will be sent to the committee within 30 days of receiving the grant from the grant recipient. Mailed to: PO BOX 112 Duncan, Ok 73534.

***If assistance is needed in filling out the Grant Application, please contact the Main Street Duncan, Inc. office at 580.252.8696***

**Mr. Upholstery has partnered with Main Street Duncan, Inc. for this signage grant. In order to be eligible for this grant, a condition is required to use the MSD member business, Mr. Upholstery. If not using a MSD member business, special consideration will be taken by the Design Committee prior to approval. Signage must contribute to the historical aspect of the downtown Duncan district.**