

B.I.G. PROGRAM CHECKLIST

1. Meet with the BEDC Executive Director to determine eligibility and review Business Improvement Grant requirements and procedures
2. Completed and signed the B.I.G. Program form
3. Included all required attachments: *i.e. contractor estimates, if applicable; photographs of building exterior and project plans.*
4. Returned completed application
5. Returned completed agreement with required attachments to the BEDC office for board agenda
6. Attended a BEDC presented, supported, planned or approval meeting or training regarding a relevant topic of business operations
7. Provided BEDC an on-site tour and explanation of project plan
8. Written approval from the BEDC Representatives prior to the start of any work on the approved project.
9. Attendance of the BEDC Board Meeting when the applicant's project is on the agenda
10. Furnished photographs of the building
11. Copies of all paid invoices
12. If applicable, copies of canceled checks and/or credit card receipts
13. All documents signed and approved

Applicant Signature:

Date:

Received By:

Date: