



TALENT  
URBAN  
RENEWAL  
AGENCY

## Revitalization Grant Program Application

FY 2022-23

PO Box 445 Talent, OR 97540

[urbanrenewal@cityoftalent.org](mailto:urbanrenewal@cityoftalent.org)

541-535-1566

Questions?

Contact Talent Business Alliance at (541) 897-0677 or

[info@talentbusinessalliance.org](mailto:info@talentbusinessalliance.org)

*This program put on in partnership with Talent Business Alliance*



# Revitalization Grant Program Application (FY 2022-23)

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## Revitalization grant process: step-by-step

### 1. Step One: Review Revitalization Grant Program Guidelines

The Revitalization Grant Program Guidelines provide an overview of the grant program, including eligibility, evaluation criteria, and other guidelines. This document can be found at [www.talentbusinessalliance.org](http://www.talentbusinessalliance.org).

### 2. Step Two: Meet with Community Development Staff

Before formally applying, an applicant must meet with a member of the Community Development staff to discuss the project.

### 3. Step Three: Submit Completed Application

Applications must include all components listed in the **Application Checklist** on page 3 of this document. Submit completed applications to the front desk staff at City Hall (110 E Main St), by mail (PO Box 445, Talent, OR 97540), or by email to [urbanrenewal@cityoftalent.org](mailto:urbanrenewal@cityoftalent.org).

### 4. Step Four: Board Review

Agency staff will share your application with the Urban Renewal Board at their next meeting. The Urban Renewal Board will review the application and may:

- Approve
- Disapprove
- Approve with conditions. If approved with conditions, the Board may request that the grantee make specific changes to the proposed improvements.

### 5. Step Five: Grant Awarded

An Award granting the funding, along with the final Scope of Work, is issued by Agency staff. Once the grant is awarded, the grantee must sign an acceptance form agreeing to carry out the work as described in the final Scope of Work and provide a W-9 form and proof of a valid Talent Business License.

### 6. Step Six: Secure Planning and Building Permits

All necessary planning, building, encroachment, and other permits must be secured before construction is initiated. Permits can be obtained from the Community Development Department at City Hall.

**7. Step Seven: Complete work and Submit for Reimbursement**

Carry out the work outlined in the final Scope of Work and file for reimbursement after the project. Proof of payment, invoices, lien releases, finalized permits, and photos (or a visit from staff) are required for reimbursement.

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## Application Checklist

**Completed Project Information and Signature Page**

Must include the property owner's signature if the applicant is not the owner. A hard copy of all signatures, or a DocuSign document, is required.

**Scope of Work**

A completed scope of work for the proposed improvements. Please use the Scope of Work template included in this application. There is an example included. The scope of work must include:

- Itemized list of all proposed improvements
- A description of all proposed improvements, including colors and materials
- Estimated cost for each proposed improvement

**Vendor Estimate**

A written estimate from a vendor for the work to be completed. If the grantee plans to complete the work themselves, then a written estimate of material costs needs to be provided.

**Visual of proposed changes**

This should illustrate the proposed improvement. Acceptable formats include conceptual sketches, schematic drawings, photo representations, or graphic mock-ups. This should include samples or photographs of the proposed materials or fixtures.

### Submit completed applications to:

Talent Urban Renewal Agency

PO Box 445

110 E Main St (City Hall)

Talent, OR 97540

[urbanrenewal@cityoftalent.org](mailto:urbanrenewal@cityoftalent.org)

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## Project Information and Signature Page

CIRCLE ONE:      Owner                      Tenant

**Requested Grant Amount:** \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Applicant and Property Owner Signatures

\_\_\_\_\_

Print Applicant Name

\_\_\_\_\_

Print Property Owner Name

\_\_\_\_\_

Applicant Signature

Date

\_\_\_\_\_

Property Owner Signature

Date

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## Scope of Work Template

Property Address: \_\_\_\_\_

Business or Property Owner Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Improvement	Description	Estimated Cost
	<b>TOTAL:</b>	

Reviewed by Community Development? \_\_\_\_\_ (initials of staff + date)

Permits/Review required? \_\_\_\_\_

Visit [www.talentbusinessalliance.org](http://www.talentbusinessalliance.org) to download an electronic version of this template.

# Revitalization Grant Program Application (FY 2022-23)

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## Additional Information

How does this project address blight and/or help achieve the goals and objectives of urban renewal? See the General Terms Section within the Program Guidelines for definitions of blight and a list of the goals and objectives. \_\_\_\_\_

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How does this project help your property or business recover from the Alameda Fire? \_\_\_\_\_

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To be able to start the project, do you need to receive some of the grant funds before the project is completed? \_\_\_\_\_

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# Revitalization Grant Program Application (2022-23)

**EXAMPLE**

## Scope of Work Template

Property Address: 123 Anywhere St Talent, OR

Business or Property Owner Name: Jane Wagner

Business Name: Rusty's Treats

Improvement	Description	Estimated Cost
Paint the exterior of the building	Body: 2 coats Benjamin Moore Ultra Spec EXT Flat #447. Applied at a DFT of 1.5 mils. Color: Kingsport Gray HC-86. Trim: 2 coats of Benjamin Moore Ultra Spec EXT Gloss #449. Applied at a DFT of 1.5 mils. Color: Big Bend Beige AC-37. <b>See attached paint samples.</b>	\$9,000
Replace the existing fabric of the awning	Sunbrella Marine Blue #4678	\$3,000
Blade Sign	Add a new blade sign. <b>See attached photo</b> that shows the design and placement.	\$500
Light Fixtures	Add new exterior light fixtures. <b>See attached photo</b> of the fixtures.	\$1,500
	<b>TOTAL:</b>	<b>\$14,000</b>

Reviewed by Community Development? \_\_\_\_\_ (initials of staff + date)

Permits/Review required? \_\_\_\_\_

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**EXAMPLE**

## Additional Information

How does this project address blight and/or help achieve the goals and objectives of urban renewal? See the General Terms Section within the Program Guidelines for definitions of blight and a list of the goals and objectives. \_\_\_\_\_

This project addresses Goal F - the rehabilitation, development, or redevelopment of leased space and Goal A - ensuring the vitality of the area. By repainting the building (which hasn't been painted since 2000), replacing our awning, and adding lighting and a sign, our business will look better, drawing more customers to the area and to my business.

How does this project help your property or business recover from the Alameda Fire? \_\_\_\_\_

This project replaces paint that was blistered by the fire and replaces my awning, which has burn holes from embers.

To be able to start the project, do you need to receive some of the grant funds before the project is completed? \_\_\_\_\_

Yes. I will need funds before the project to put a deposit down for the paint contractor.