



**Barrett Economic Development Corporation
Commercial Property Improvement Program
Application**

Please be sure to read the Commercial Property Improvement Program Guidelines before completing this application. The guidelines explain the parameters, criteria and procedures to follow for the program.

SECTION 1 – APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

City / State / ZIP: _____

Phone Number: _____ **Email:** _____

Preferred Method of Contact: Phone Email

SECTION 2 – PROPERTY INFORMATION

Property Address (Grant Location): _____

Municipality / Township: _____

Parcel / Tax ID Number: _____

Property Type: Commercial Retail Professional Industrial Mixed Use

Other Please describe _____

Occupancy Status: Owner-Occupied Tenant-Occupied Vacant

Please attach specifications on new architectural elements, functional enhancements, façade improvements and exterior finishes with your application. If available, please submit architectural renderings, illustrations or photos. If, for example, you plan to install a new sign, awning, door or wall cladding, please include descriptions, product information or pictures of these items. Please note paint colors to be used.

Estimated Total Project Cost: \$ _____

Grant Amount Requested: \$ _____

SECTION 6 – FINANCIAL DISCLOSURE

If you are unable to provide a 50% match for the grant you have requested, please explain the financial circumstances that prohibit you from offering a match.

SECTION 7 – CONTRACTOR INFORMATION

Be sure to attach a **written estimate** from each contractor who will provide construction services on this project with this application. Please attach an addendum with the name, license number and cost estimate for any additional contractors not mentioned below.

Contractor #1 Name: _____

License # (if applicable): _____

Estimate Amount: \$ _____

Contractor #2 Name: _____

License # (if applicable): _____

Estimate Amount: \$ _____

SECTION 8 – ACKNOWLEDGMENTS & CERTIFICATIONS

By signing below, the applicant acknowledges and certifies that:

- All information provided is true and correct to the best of their knowledge.
- Grant funds will be used **solely** for approved work.
- No work has begun prior to grant approval.
- Grant funds may not be assigned or transferred.
- The property will be made available for inspections as required.
- Funds will be disbursed directly to contractors.
- BEDCo will be held harmless for any claims arising from this project.
- Any award granted by BEDCo does not create an agency, partnership or joint venture.
- Any dispute shall be governed by the laws of the Commonwealth of Pennsylvania.

Applicant Signature: _____ **Date:** _____

SECTION 9 – APPLICATION CHECKLIST

In addition to this application form, please submit the following materials:

- Contractor estimate(s)
- Addendum with contractor information if more than two contractors will be retained
- Specifications, renderings, illustrations and photos of new building elements and materials
- Code violation notices, if applicable
- Authorization letter from property owner, if applicable
- Proof of ownership of the property such as copy of deed, property tax receipt or affidavit of title

Please mail all materials to:

Matthew Long
Community Relations Coordinator
Barrett Economic Development Corporation
PO Box 256
Mountainhome, PA 18342

Alternatively, you may email the application and supporting documents to Matt Long at MLong@betterbarrett.org

SECTION 10 – BEDCo USE ONLY

Application Received Date: _____

Reviewed By: _____

Eligibility Determination: Approved Denied Pending

Approved Grant Amount: \$ _____

Board Approval Date: _____

Updated April 1, 2026