



Our mission is to create a sustainable, vibrant Downtown that is the heart and soul of our city by showcasing our unique destination and history, and by nurturing our sense of community.

Catalyst Grant Program

The RMS Catalyst Grant Program is provided by Ridgefield Main Street, a Washington Main Street Community. This program is offered to any individual, business or organization who is interested in making improvements to the RMS Designated Area to create a sustainable, vibrant Downtown.

Purpose:

The purpose of the Catalyst Grant Program is to provide financial assistance for temporary or permanent projects that assist with:

- Downtown beautification efforts to a property or any other area of the RMS Designated Area,
- Enhancing the services provided to or experienced by customers and/or visitors,
- Start up expenses of a new business (not including rent or purchase of property), or
- Projects consistent with the RMS mission and/or strategic plan.

Definitions:

RMS Designated Area: The physical boundaries of the RMS designated area include – Division Street (as extended to the West) on the north, Fifth Avenue on the east, Sargent Street to the south and Main Avenue to the west. All properties with frontage on the identified streets are included in the area.

Who is eligible to apply?

Anyone with a project or business that fits the criteria is eligible to apply. Applicants may reside in or outside of the Ridgefield city limits with the following exception:

1. The applicant is not partnering with RMS on the same project in another capacity.
2. The Catalyst Grant Program is separate and distinct from the Façade Enhancement Program and does not supplement projects funded by that program.

What is eligible for funding?

Projects may be eligible for grant funding if all of the following criteria are met:

1. The project is consistent with the purpose of this Program.
2. Projects on the inside of a building are eligible if they enhance the customer experience



Our mission is to create a sustainable, vibrant Downtown that is the heart and soul of our city by showcasing our unique destination and history, and by nurturing our sense of community.

or improve the ability of the business owner to provide services. The grant is not intended to furnish a business or provide regular maintenance.

3. The benefit to the RMS Designated Area outweighs the cost and temporary nature of the project (if applicable).

What grant funds are available?

The RMS Board of Directors has sole discretion whether to provide funding for this or any other grant program. The program may be discontinued at any time. If funded, a maximum amount of funding will be established.

Approved projects are eligible to receive up to a 50% match of total grant funds to a maximum of \$1,000 grant funds each calendar year. Multiple grant applications may be submitted; with the total eligible amount equaling \$1,000 in grant funds.

When will grants be available?

If the grant program is funded, RMS will begin accepting applications in February of the calendar year. The application process will be open for as long as funding is available through December 31.

Application Process:

Applicants must complete the RMS Catalyst Grant Application and submit the completed application and required materials to RMS. Only grant applications that are complete will be reviewed.

A complete application must include:

1. The RMS Catalyst Grant Application.
2. A signed Grant Agreement consistent with the RMS Agreement form and requirements.
3. A rendering or description of the proposed project.
4. Cost estimates for the proposed work.
5. A timeline for the project including start and completion dates.



Our mission is to create a sustainable, vibrant Downtown that is the heart and soul of our city by showcasing our unique destination and history, and by nurturing our sense of community.

Prior to submitting the application packet, applicants are encouraged to talk to the City Planning Department to determine what City applications and/or permits may be required.

How is it determined which applications will receive funding?

Award of grant funding is based on the criteria outlined in this program document. When an application is received:

1. The RMS Executive Director or designee will review applications to assure they are complete.
2. Once complete, the applications will be reviewed by the RMS Design Committee. The Committee makes recommendations to the Board of Directors for approval or denial within policy guidelines.
3. The RMS Board of Directors makes the final decision and has final authority for disbursement of funds.

Grants will be awarded on a first come, first served basis with the following exceptions:

1. Only complete applications will be reviewed.
2. Preference will be given to projects that will begin within 30 days of approval of application and completed within 60 days to 90 days.
3. If a state or local permit is required, a project that has received permit approval or a determination that the project is exempt from permit requirements will have preference.

If multiple applications are in the review process at the same time and sufficient funding is not available, the following criteria will be used to prioritize the projects:

1. The preference is to provide grant funding for diverse purposes, that provide improvements in multiple areas of the RMS Designated Area.
2. Grants may be approved in a lesser amount than is requested to allow funding of multiple projects.

Program Administration

The RMS Executive Director or designee will:

1. Notify applicants of approval or denial of their application.
2. Administer the project throughout the process with regular updates to the Board.
3. Assure completion of the project as approved. When completed, issue a reimbursement

check in an amount equal to 50% of the approved project expenses (not to exceed \$1,000) will



Our mission is to create a sustainable, vibrant Downtown that is the heart and soul of our city by showcasing our unique destination and history, and by nurturing our sense of community.

be made payable in the name of the applicant(s) as stated on the Grant Application form.

Applicant Responsibilities throughout the project:

1. Notify the RMS Executive Director if there is a change in the timeline for starting or completion of the project.
2. Notify the RMS Executive Director of any potential changes or modifications in the project prior to making the change.
3. Notify the RMS Executive Director if a required permit is denied by the City of Ridgefield.
4. Within 30 days of project completion, submit photographs of the completed project and receipts showing payment for all project expenses to the RMS Executive Director.

Grant approvals may be modified or withdrawn as determined by the Board of Directors if:

1. The applicant does not comply with listed responsibilities as outlined in this policy.
2. The application contains incorrect information that RMS relied on in approving the funding.
3. The timeline for completion of the project is significantly extended.
4. The approved project does not receive required permits from the City of Ridgefield.
5. The approved project is significantly modified.

Please send completed Application to info@ridgefieldmainstreet.com.



Our mission is to create a sustainable, vibrant Downtown that is the heart and soul of our city by showcasing our unique destination and history, and by nurturing our sense of community.

RMS Catalyst Grant Program / Grant Application

Date of Application: _____

PROJECT NAME	
GRANT FUNDS REQUEST	MAX. 1,000 & 50% MAX. MATCH
PROJECT DESCRIPTION	
SITE ADDRESS	
APPLICANT	BUILDING/BUSINESS OWNER/TENANT (circle one)
NAME:	CONTACT NUMBER
MAILING ADDRESS:	
E-MAIL:	
CONTACT PERSON (if different from Applicant)	APPLICANT/ CONTRACTOR OTHER: _____ (circle one)
NAME:	CONTACT NUMBER
MAILING ADDRESS:	
EMAIL:	

PROJECT INFO			
START DATE		ARCHITECT DESIGN FEES	\$
COMPLETION DATE		CONSTRUCTION & MATERIALS	\$
MATCH %	50%	*OTHER COSTS	\$
MATCH REQUEST	\$	TOTAL PROJECT COST	\$

*Clarify other costs in your application.

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront,
2. Rendering of the design, product or other materials to portray the improvement(s) proposed.
3. "Before" photograph(s),
4. Design boards and/or materials, paint sample chips or other sample materials, if applicable.
5. Contractor bid estimates for proposed work and/or actual invoices for costs of the design work,

These are general guidelines and a standardized form. If you have any questions or need help completing the application, please contact Marykay Lamoureaux. We are more than willing to work with you!

Send completed Application to info@ridgefieldmainstreet.com