

**THE CITY OF GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
SIGNAGE INCENTIVE GRANT PROGRAM**

***Eligibility***

To be eligible businesses must be located in downtown Glen Cove as defined by the Business Improvement District (BID), or in the commercial areas on Landing and Carpenter Roads, or along Glen Cove Avenue going towards Sea Cliff. Funding is made possible through Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Commercial Rehabilitation funds.

***Monetary Assistance***

**Effective April 1, 2010 the maximum grant award will be \$350.00 towards the cost of an eligible sign regardless of the cost of the sign.**

The recipient's share must be paid upon acceptance to the program.  
Participants must have a DUN's number. A DUN's "Data universal numbering system" is issued by Dun and Bradstreet (D&B) and consists of nine digits.

**Please note that if your sign is not in place for a minimum of five (5) years, the Glen Cove Community Development Agency will require you to pay back the grant. If you move within the City of Glen Cove and use your sign at a new location, this requirement may be waived.**

***\* Eligible Signs***

Signs must complement the building. All signage grant applications must include color, design and cost for review prior to acceptance.

- Hand Carved Gold Leaf -Hand Carved regular painted letters -Sand Blasted Individual letters

***Grants will be awarded as follows:***

- Grants will be awarded on a first come first serve basis. Once current allocation is spent, the program will be closed until additional funding is received.
- Preference will be given to applicants who have not previously received assistance.
- The Building Department and the Design Review Committee must approve all signs. Applications must follow all requirements of the City of Glen Cove's zoning codes and ordinances. Judgment of the CDA is final.
- No funds will be contributed to a completed sign project without prior application approval.
- Funds are granted on a reimbursement basis following completion of work and payment in full to sign manufacturer.

***Signage Grant Application Checklist***

- ✓ See Building Department - City Hall Room 303 - to complete necessary permits including all necessary permit fees. For more information call Angie Graziosi at (516) 676-4448.
- ✓ See CDA Executive Assistant – for program availability - City Hall Room 309–. For more information call (516) 676-1625 ext. 112.

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
SIGNAGE INCENTIVE GRANT – REIMBURSEMENT REQUEST FORM**

**Submit this form upon approval of sign permit by City of Glen Cove Building Department.**

PERMIT NO. \_\_\_\_\_

DATE: \_\_\_\_\_

The undersigned has hereby applied for and received approval by the City of Glen Cove for a sign permit to erect a sign in accordance with the requirements of Chapter 228 of the Code of Ordinance of the City of Glen Cove and all requirements as specified on the sign application form issued by the City of Glen Cove Building Department.

APPLICANT NAME/BUSINESS OWNER: \_\_\_\_\_

NAME OF COMPANY/BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS \_\_\_\_\_

PHONE: \_\_\_\_\_

Tax ID # \_\_\_\_\_ \*DUNS # \_\_\_\_\_

\*A DUN'S "Data Universal Numbering System" is issued by Dun and Bradstreet (D&B) and consists of nine digits. It is mandatory if you are to participate in the Glen Cove CDA federally funded sign incentive program. Obtaining DUNS # is free. There are two ways to obtain a DUNS number:

- a) Dun & Bradstreet toll-free-number 1-866-705-5711 to register for a DUNS number by phone.
- b) Register for a DUNS number via Dun & Bradstreet's website at <http://fedgov.dnb.com/webform>

ARE YOU A WOMAN/MINORITY OWNED BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_

DOES YOUR BUSINESS PROVIDE JOB OPPORTUNITIES TO LOW OR VERY LOW INCOME PERSONS?

**Attach the following documentation with this application:**

- Approved City of Glen Cove Sign Permit Number (Copy of Permit)
- Paid Receipt and Proof of Payment to Sign Contractor who erected sign.
- Photograph of storefront with signage.

**Mail or Hand Deliver to:**

City of Glen Cove - Community Development Agency  
9 Glen Street – City Hall  
Room 309  
Glen Cove, NY 11542  
Attn: Executive Director

Failure to submit all required documentation will result in rejection of your request for signage incentive grant program reimbursement of \$350.00.

STATE OF NEW YORK )

) ss:

COUNTY OF NASSAU )

I, \_\_\_\_\_ being duly sworn depose and state that I have obtained a sign permit by the City of  
*Insert Name of Business Owner*

Glen Cove Building Department and have submitted required documentation (as noted above) to the Glen Cove CDA. I further understand that my sign must remain in place for a minimum of five (5) years otherwise I will be required to reimburse the grant to the City of Glen Cove CDA in the amount of \$350.00.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Grantee Name & Address: \_\_\_\_\_

\_\_\_\_\_  
Notary Public – Signature & Stamp

\_\_\_\_\_  
Grantee Signature