



POMPTON LAKES BUSINESS IMPROVEMENT DISTRICT

25 Lenox Avenue, Pompton Lakes, NJ 07442

pomptonbid@gmail.com | (551) 361-0081 | pomptonlakesbid.org

MINI-GRANT PROGRAM

Visual Improvement Mini-Grant Program

Promoting the physical and economic revitalization of the Pompton Lakes Business District

Mini-Grant Program Overview

Applicants seeking Mini-Grants must be tenants or property owners making minor exterior storefront improvements and repairs such as power washing, painting, minor facade repairs, repairs to signage, pothole repairs, etc. Any commercial property in the Borough of Pompton Lakes subject to BID assessment is eligible for a one-time Mini-Grant to a maximum of \$1,000. Mini-Grants will be available on a first-come, first-served basis as funded in the annual BID budget.

The application procedure

- Applicants must present completed applications to the BID Visual Improvement Committee (VIC) for review and approval before work begins.
- All submissions must comply with the BID Visual Improvement Design Manual.
- Before photographs must be submitted with the application.
- The VIC is available to assist with application completion and answer questions about the procedure.
- Any changes contemplated by the applicant must be approved before work begins.
- All work must comply with the final approved plan.
- If required, applicable permits from the Borough of Pompton Lakes must be obtained before work begins.

Reimbursement Procedure

- The applicant must submit photographs of the completed project before reimbursement.
- All expenses must be documented with paid receipts from vendors and/or suppliers, along with copies of canceled checks as proof of payment.
- All work must be inspected by the VIC for compliance with the approved plan.
- Before reimbursement, the applicant must provide documentation of final inspections by the appropriate government authority for any Borough-permitted work.
- Applicants will be reimbursed within two weeks of final acceptance by the VIC.



POMPTON LAKES BUSINESS IMPROVEMENT DISTRICT

25 Lenox Avenue, Pompton Lakes, NJ 07442

pomptonbid@gmail.com | (551) 361-0081 | pomptonlakesbid.org

MINI-GRANT APPLICATION

Name: _____

Email: _____

Business Name: _____

Property Address: _____

Mailing Address (if different): _____

Telephone: _____ Fax: _____

Anticipated Construction Date(s): _____

Property Owner: _____

EIN / SSN: _____ Required for application processing

APPLICATION CHECKLIST

The following items must be included with this application:

☐ Current photographs of the building and the area of proposed work

☐ Written description of the work to be performed

☐ Written approval from the property owner authorizing the proposed work

☐ Color chips, paint swatches and material samples, if applicable

☐ Written estimate from a licensed and insured contractor, if applicable

Property Owner Signature / Date

Applicant Signature / Date

SUBMIT COMPLETED APPLICATIONS TO
Pompton Lakes Business Improvement District

25 Lenox Avenue, Pompton Lakes, NJ 07442
pomptonbid@gmail.com | (551) 361-0081 | pomptonlakesbid.org