

OIL CITY MAIN STREET PROGRAM
Façade Improvement Grant Project
Reimbursement Request Form

When your Façade Improvement Grant Project is **complete and paid in full**, please complete and submit this form to the Oil City Main Street Office along with the information listed below.

Date of Request: _____

Grantee Name/Payee: _____

Project Address: _____

Project Description: _____

Approved Grant Amount: _____ (50% of original project cost estimate)

Actual Final Project Cost: _____

Amount Requested: _____ (50% of final cost, not to exceed Approved Grant Amount)

ATTACH:

- Photo(s) of completed project
- Signed contract(s) if applicable
- Proof of Payment in Full:
 - Final Invoice(s) showing total cost with balance due PLUS copies of all cancelled check(s), OR
 - Final Statement(s) showing total cost, amounts paid and ZERO BALANCE (no balance due)

IMPORTANT – PLEASE NOTE!

- **Invoices/Statements MUST show the physical address of the building where the project occurred.**
- **Cash payments to vendors/contractors are not acceptable and will not be reimbursed.**
- **The above information is required by Pennsylvania DCED: failure to attach this documentation will result in denial of reimbursement.**

Your Façade Improvement Grant will be reimbursed to you within approximately 90 days after submitting this form with the required documentation. Please submit to:

Kathy Bailey
Oil City Main Street Program
217 Elm Street, Oil City, PA 16301
(814) 677-3152 x 101
kbailey@oilregion.org
www.oilcitymainstreet.org



Thank you for your investment in your storefront and in downtown Oil City!