



Sign Improvement Grant Application



GOAL: to renew a sense of pride in downtown, in our business community, and our heritage as a historic and Route 66 community through signage improvements within the District, and to encourage property and business owners to upgrade or improve business signage.

FUNDING: a grant of up to 75% or \$5,000 of sign costs, whichever is less, for eligible projects that meet the guidelines stated within and as funding exists.

ELIGIBLE PROJECTS: Design and construct new signage, or repair or maintain existing signs that meet the following specifications:

- Neon signs that are historic (originally made before 1970) or the creation of new neon signs, including LED neon
- Wall signs (mounted panel) with recessed or raised letters
- Projecting signs
- Freestanding signs (pole signs)
- Roof signs
- 3-dimensional or blade signs
- Materials: sandblasted wood, letters of metal or a light box, acrylic, masonry or metal plaques, neon, incandescent, LED, or halogen lights only.

INELIGIBLE PROJECTS: LED reader board, box signs, billboards, vinyl board, metal pan signs, florescent or HID lights, or any other sign that detracts from the aesthetic appeal of downtown Gallup as determined by the review committee.

GUIDELINES:

- The applicant or sign maker must complete a City of Gallup sign permit (available at www.gallupnm.gov; or City Planning & Zoning office; or the B.I.D. office).
- Follow all City and State codes, including illumination and motion lights.
- Only one primary sign per businesses, unless a corner building which can have two signs, or a two story building that has two distinct uses.

- Projecting signs may project into the right of way a maximum of three-quarters the adjacent sidewalk width, and the bottom of the sign shall be a minimum of 8 feet above the sidewalk, except along Route 66 where the signs may project three-quarters of the sidewalk width or right-of-way line whichever is less.
- Wall signs may not exceed 20% of a building's total façade.

TIMEFRAME:

- Interested property owners or business owners should begin the process by contacting the B.I.D office.
Address: 230 South Second Street. Email: francis@gallupbid.com
- An application must be completed. Applications include the application form, a City of Gallup Sign Permit Application (could be completed by the sign maker), a drawing of the proposed sign, and total sign cost/quote. The drawing and cost estimate must be created by or signed-off by the sign maker. (Designs can be provided by the sign maker).
- Applications will be reviewed in the order in which they are received.
- All projects must be completed within four months of an award.
- No checks will be issued to the business owner/grantee. The B.I.D. will pay the sign maker directly. The sign maker must invoice the B.I.D. for 75% of the approved total cost of the project up to \$5,000. maximum. and the grantee the remainder.

OTHER:

The grant review committee will give extra consideration for hand-painted signs, neon signs, historic signs, projecting signs, and for projects that utilize local companies - Dynamic Signs; Hinkley Signs.

Please note: the signage grant is only available while funds last.

Grant Application



Applicant's Name: _____

Email: _____ Phone: _____

Mailing address: _____

Business name: _____

Address where sign is to be install (if different than mailing address): _____

How long have you been in business? _____ How long have you been located downtown? _____

How long do you intend to continue doing business downtown? _____

Please check one: Property owner Renter

If you are a renter, when does your current building lease expire? _____

Projected cost: \$ _____ Anticipated completion date: _____

Describe sign, including materials to be used: _____

Describe signage placement: _____

Sign maker name: _____

Sign maker phone: _____ Sign maker City: _____

Submit this application, a City of Gallup Sign Permit Application, project cost quote and sign design to:

Gallup Business Improvement District
P.O. Box 4019
Gallup, NM 87305

Or, email to:
fbee@mailfence.com

ATTACH SIGN DRAWING