



Department of Planning & Community & Economic Development

Economic Development Division

Matthew B. Mikolajewski, Director

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www.cityofmadison.com/business

Office of Business Resources

Saran Ouk, Manager souk@cityofmadison.com

Ruth Rohlich, Business Development Specialist

Please send all inquiries to Ruth

rrohlich@cityofmadison.com

Building Improvement Grant

APPLICATION

Please read the Program Summary. The first step is to discuss your project with City Staff. Please call or e-mail Ruth Rohlich to set up a conversation about your project before applying.

Ruth Rohlich

(608) 267-4933

rrohlich@cityofmadison.com

Applicant:

Phone:

Business Name:

Legal Business Name:

Please check your business status on the [Department of Financial Institutions](#) website and use this business name.

Business Address:

Zip Code:

E-mail Address:

Property Owner:

Property Owner E-mail:

Property Owner Phone Number:

Number of Employees of Business:

How many Owners?

Ownership Type?

☐

LLC

☐

Sole Proprietorship

☐

Unknown

☐

Full-Time

☐

Part-Time

Name of Grantee:

Lease Terms:

Explanation of Project Scope

Required Attachments

- ☐ Copy of lease, land contract or deed
- ☐ Building owner's written authorization
- ☐ Bids, estimates, contracts, product brochures, design drawings as appropriate
- ☐ Copy of both sides of a state ID or license

Total Project Budget

List Contractors and Suppliers				
Contractor/Supplier	E-mail	Item(s) or work proposed	Amount	Estimate Provided (Y/N)

Additional Comments

Applicant's Certification

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Madison Building Improvement Grant Program and is true and complete to the best of the applicant's knowledge and belief.

Signature:

Date:

Signature:

Date:

For Staff to Fill Out

Applicant is located in: _____

- ☐ TID 44
- ☐ TID 46
- ☐ TID 50
- ☐ TID 51
- ☐ TID 52
- ☐ TID 53
- ☐ TID 54

E-mail application to: Ruth Rohlich Business Development Specialist City of Madison big@cityofmadison.com PREFERRED DELIVERY METHOD	Drop off application: Attn: Ruth Rohlich 215 Martin Luther King Jr. Blvd, Room 312	Mail application: Attn: Ruth Rohlich Economic Development P.O. Box 2983 Madison 53701-2983
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