

# SIGNAGE APPLICATION AND REQUEST FORM



PRESENTED BY



Phone: 248-924-3324  
[mike@signarama-novi.com](mailto:mike@signarama-novi.com)  
[sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)



Dear Community Leader;

Thanks for your interest in the Signarama "Signs of Support" program!

When we opened our business it was part of our vision that we would be able to give back to our community in variety of ways. "Signs of Support" is that vision brought to life. With this program we hope to assist non-profit and charitable organizations to have a chance to replace or create effective, affordable signage for their mission. We are excited that we can help so many people in our community with the hard work of making this a better place to live.

In this application packet you will find some simple instructions, an application, and individual request forms for the different types of signage we can provide. Here is a quick guide to the "types" of signs we can provide:

## GRANT TYPES

**FACILITY SIGNAGE** – This is signage like office door markers, vinyl lettering, and interior directional, parking signage, awards or recognition plaques for donors, and even decorative banners or displays.

**EVENT OR BANNER /YARD SIGN SIGNAGE** – This is signage that an organization might use for an event like a fund-raiser or activity. For example, easel signs, yard signage, banners, and other temporary and re-usable signage to help promote an event or provide logistics.

**IDENTIFICATION SIGNAGE** – This is signage that is the primary signage for your facility, identifying your site and who you are. It might be a monument sign, flat sign for side of your building, or other type of major identification.

## GRANT TERMS

**Please consider your level of need prior to applying.** We have limited funding and hope we can provide help to those of the greatest need and most powerful impact. **It is not our intent that organizations that already have funding for their signage need to apply for assistance.**

- Grants must be used in calendar year 2019.
- Installation services are excluded in the Grant Program.
- Some Special Orders are excluded from the Grant Program, call a Signarama Novi Staff

Member to learn how this may apply to your project (248) 924-3324.

- Once you have submitted your application, please contact Signarama Novi if you do not receive a confirmation of receipt of your application. You will be sent a confirmation email upon receipt of your application.

We encourage you to read thoroughly the application we've sent to you. We encourage your suggestions, ideas, and comments.

**DEADLINE FOR APPLICATION SUBMISSION: March 31, 2019**

**QUESTIONS?** Please call Sheryl or Mike at 248-924-3324 or Email [mike@signarama-novi.com](mailto:mike@signarama-novi.com) [sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)

Thanks for your interest and best wishes in your endeavors!  
Beth and Mike Powers, Owners



# Return Application and Signage Request Form to:



49677 Grand River, Wixom

(South of 96 and W of Wixom in the Shakers plaza across from Meijer)

Hours – M-F – 8:30 – 5:30, Appt avail in off hours

**Applications are due on or Before: March 31, 2019**

## Owners

Beth and Mike Powers

**The way to grow your business.**

Window and door lettering

Full color graphics

Banners

Trade show and exhibits

Vehicle lettering and wraps

Architectural signs

Magnetic signs

A.D.A. signs

Wall murals and custom interior graphics

Safety signs

Exterior signs

Carved/routed signs

Light boxes and channel letters

Holiday and special events



Phone: 248-924-3324  
[mike@signarama-novi.com](mailto:mike@signarama-novi.com)  
[sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)





## Grant Program

### Mission

We seek to support and strengthen local civic and charitable organizations with donations of signage, graphics, display, and marketing products at partial or no cost. Any organization that is eligible may submit an application for their needs.

### Eligibility

Local Non-Profit Organization - Secular and Faith-Based

Local Affiliates of Registered Charities

Local Non-Government Civic Organizations

Public Schools

(For our needs "local" is defined as within a 15 mile radius to our store location)

### Term

Grants must be applied for annually and are valid for the award year. Any unused grant funds are non-transferable to the following award year.

## Types of Signage Applications

### Event

Temporary signage for a fundraising or resource-building event in an indoor or outdoor environment

### Physical Plant

Permanent or temporary signage for physical location of applicant

May include both interior and exterior needs

### Main Identification

Permanent exterior identification of physical location of applicant organization

**Applicants may apply for any or all types of grants.**

### Assessment Criteria

Marketing impact

Financial need

Benefit to community

Exchange offer or trade



Phone: 248-924-3324  
[mike@signarama-novi.com](mailto:mike@signarama-novi.com)  
[sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)



# Frequently Asked Questions

## 1. What is the deadline for applications?

- The deadline for accepting applications is March 31, 2019

## 2. How should I send my application to Signarama Novi?

- The ideal method is always digitally, through email, but we accept faxed and snail mailed applications as well.

## 3. Can I win a grant again if I have won previously?

- Yes, but we usually will skip a year between gifts.

## 4. Do I have to complete the entire application package? All of the pages attached?

- No.
- If you are applying for signage for an event, only fill out the portion of the application that is named, "Event Request Form".
- If applying for signage for your building either interior or exterior only complete the application that is named, "Physical Plant Request Form".
- If you are applying for a grant for an exterior primary "Identification Sign" for your business only complete the application that is named "Identification Request Form".

## 5. How will I know if I am a winner?

- Winners will be announced April 15, 2019. You will be notified via email.
- Applicants not granted an award will also be notified via email.

## 6. How long do I have to use my grant?

- Grant recipients will have until December 31, 2019 to use their 2019 grants.

## 7. How do I get the quote to include with my application?

- Call Signarama Novi at 248-924-3324 and a Representative will be happy to help you.

## 8. Will the grant cover 100% of my needs?

- Sometimes. The Grant does not include installation or special order products. Feel free to call Signarama Novi at 248-924-3324 for more information.



# Application Information

Signarama Novi will provide a quote for requested signs. Please include the quote with your application form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: [www.earthquakemuseum.org](http://www.earthquakemuseum.org)

Contact Name: \_\_\_\_\_

Name of Organization's Managing Director:

Are you a current customer of Signarama Novi:

Do you have a national affiliates? \_\_\_\_\_

Please describe your organization's mission:

---

---

---

---

---

Please list members of your Board of Directors

Name: \_\_\_\_\_ Email: \_\_\_\_\_



Phone: 248-924-3324  
[mike@signarama-novi.com](mailto:mike@signarama-novi.com)  
[sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)

# EVENT AND BANNER/YARD SIGN REQUEST FORM

7

Name of Event:

Type of Event:

Date of Event:

Location:

Please give us a description of this event and how this signage donation will assist your mission.

---

---

---

---

---

---

## Signage Needs

\*\*If you are unsure of needs or budget, please contact us\*\*

Material	Size	Quantity	Purpose



Phone: 248-924-3324  
[mike@signarama-novi.com](mailto:mike@signarama-novi.com)  
[sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)  
The logo consists of the "Signarama" wordmark in red with a stylized "S" and "a", followed by "NOVI" in a smaller, bold, sans-serif font. Below it, the tagline "The way to grow your business." is written in a smaller, italicized font.

# FACILITY SIGNAGE REQUEST FORM

8

Location of Building: \_\_\_\_\_

Interior Sign Needs:

Number of signs needed: \_\_\_\_\_

Do you have a budget for this? \_\_\_\_\_ What is your budget? \$ \_\_\_\_\_

Description of your needs: \_\_\_\_\_

---

---

---

Exterior Sign Needs:

Number of signs needed: \_\_\_\_\_

Do you have a budget for this? \_\_\_\_\_ What is your budget? \$ \_\_\_\_\_

Description of your needs: \_\_\_\_\_

---

---

---



# MAIN IDENTIFICATION SIGN REQUEST FORM

Name of Business: \_\_\_\_\_

Business address: \_\_\_\_\_

Do you have a budget for this? \_\_\_\_\_ What is your budget? \_\_\_\_\_

Description of needs: \_\_\_\_\_



Phone: 248-924-3324  
[mike@signarama-novi.com](mailto:mike@signarama-novi.com)  
[sheryl@signarama-novi.com](mailto:sheryl@signarama-novi.com)

# SIGNS OF SUPPORT GRANT LEVEL

## PILLAR

Applicant will receive 50% off of requested sign purchases up to award amount.

## FOOTING

Applicant will receive 100% off of requested sign purchases up to award amount.

## FEATURE GRANT

Each year we select one project for our Feature Grant. Typically, we look for an organization with great need. A project that our team can get excited about. This grant is for 100% of the project and will be part of our storytelling for future Signs of Support campaigns.

## BANNER AND YARD SIGN

This year we will be giving out an additional 10- \$200 banner or yard sign grants!