

**BID MATCHING SIGN GRANT
APPLICANT CHECK LIST**

Date Applied

Application

Letter of Agreement

Project Concept Drawings for Design Committee Review

Project Cost

Contractor Information

Meeting with BID Design Committee

Letter or email from BID of approval or denial of project concept

Reschedule with BID Design Committee if needed

Authorization to Begin Project

W9 form completion (The grant is paid through the City of Superior and this is required in order to pay the grant)

Submit invoices and lien waivers to the BID Office for payment

Payment of Grant is received