



Downtown Tiffin

96 S. Washington St., Suite A
Tiffin, Ohio 44883

Downtown Façade Enhancement Grant Program

Completion Instructions

Project Completion:

- Upon approval, the applicant will have until December 1st of the following calendar year to submit ¹ receipts for reimbursement. After that, the account will be closed with the City.
- Applicant must provide copies of invoices² marked paid and canceled checks³ showing payment.
- Applicant must provide photographs of completed work.
- The City Engineer Representative will conduct a site visit of property to verify completion of the project.

¹ Submission must be made to Downtown Tiffin Main Street Manager, Donna Gross gross@tiffinseneca.org Text messages are not acceptable.

² Invoices must include contractor's letterhead, wording "paid or paid in full" and amount due \$0.00 (zero).

³ Canceled checks must include an image of the front and back of the check, cleared and stamped by a financial institution.