

## **BUSINESS IMPROVEMENT DISTRICT GRANT GUIDELINES**

### **1. Purpose**

The purpose of the Business Improvement Grant (**BIG**) is to encourage businesses to improve and revitalize the interior and/or exteriors of their commercial properties.

The appearance of a business plays a major role in its marketing success. A successful business will promote the attraction and retention of business operations, will halt property value deterioration, will promote economic growth and will preserve the business-historic district resources.

### **2. Grant amounts and participation**

The Business Improvement Grant Administrator (Administrator) will consider applications for grants up to fifty (50%) percent of eligible project costs. The maximum grant will be \$5000.00 and be reimbursed to the business owner upon satisfactory completion of the project. To be eligible for grant funds, the business owner must provide a minimum of 50% of total project cost.

Grants are available for the improvements of existing commercial properties in the Business Improvement District (BID), City of Shawano. See page 4 for a map of the BID. Improvements include, but are not limited to, the material and labor for cleaning, painting, signage, awnings and many other improvements as outlined in section 3.

Operators of an existing commercial property are eligible to receive a one-time grant. If a business owner purchases an additional commercial property within the BID, the additional property would be eligible for a separate one-time grant.

Tenants of a commercial property are eligible, but application must include written approval and consent of the property owner. Land contract purchasers of property are eligible but application must include written approval and consent of the fee title owner.

In instances where a property has previously received a grant (by a previous owner/tenant), the BID Property Committee reserves the right to make a grant award to the new recipient (owner/tenant). The BID Property Committee will put emphasis on a proposed project that entails new work not similar to prior grant award.

### **3. Eligible costs**

Eligible costs include, but are not limited to, labor and material for:

- a. Interior/Exterior painting or surface treatment including ceiling, wall and flooring renovations.
- b. Interior/Exterior lighting.
- c. Signage.
- d. Entranceway improvements and windows.
- e. Awnings, canopies, sunshades etc.
- f. Restoration of historic features.
- g. Asphalt paving.
- h. Fencing/screening.
- i. Architectural features.
- j. Storefront modification.
- k. Exterior woodwork and architectural metals (repair, cleaning, restoration, painting or replacement, including shutters).
- l. Masonry.

Applicant Initials: \_\_\_\_\_



**7. Final approval and agreement**

The applicant will be notified of approval by the Administrator. The applicant and the Administrator will sign the grant application Grant Agreement in a form approved by the Administrator. The applicant is responsible for obtaining all building, zoning, and/or business permits for the work proposed for grant assistance. The Grant Agreement will include a covenant by the applicant to perform the work in accordance with the plans approved by the Administrator.

**8. Changes**

Any changes in the scope of work must be approved in writing by the Administrator.

**9. Completion of work and funding**

The approved work must be completed within six (6) months from the date the Grant Agreement is signed by the applicant and the Administrator.

Upon completion of the work, the applicant will submit to the Administrator a written request for reimbursement certifying the work has been completed in accordance with the approvals and certifying the expenses were incurred and paid. Detailed invoices paid in full, with proof of payment, need to be submitted for reimbursement. Examples of proof of payment include front/back copies of the cancelled checks or a credit card statement with all unrelated information blacked out. If paying for renovation expenses with cash, these will not be eligible for reimbursement as there is no proof of payment when paying with cash.

The Administrator may conduct such inspections as it deems appropriate to confirm completion of the work in accordance with the approvals and to confirm that the expenses have been incurred.

The Administrator will submit the request for reimbursement of the approved grant amount to the City of Shawano, fiscal agent for the Business Improvement District, which should be paid within 15 to 30 days from Administrator's request for reimbursement.

**10. Discretion of the Administrator**

Applicant understands the Administrator may approve or reject any application or request modifications of the proposed project. The Administrator reserves the right to change these guidelines at any time to meet the needs and intent of the Business Improvement Grant program. The Business Improvement Grant program may be discontinued at any time at the Administrator's discretion or when the funds are depleted.

Applicant Initials: \_\_\_\_\_