

Application Process

An applicant will complete an application provided by the grant Administrator and deliver it with all necessary attachments and exhibits to the Administrator. The application will be reviewed by the Administrator, who will notify the applicant whether or not the application meets the Business Improvement Grant objectives and will be accepted for consideration.

An application will consist of the following:

- An application in the form approved by the grant Administrator.
- A project description that summarizes the work to be performed.
- Renderings/description/photographs of the proposed work.
- A detailed cost estimate (a project budget worksheet) for all eligible costs supported by a quote from at least one (two or more are recommended) contractors or suppliers.

The Administrator will submit the application for approval to the BID Property Committee. The Administrator will notify the applicant of the BID Property Committee's decision.

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 that the work has been completed in accordance with the approvals and that the expenses were incurred and paid. Proof of payment must be submitted with the reimbursement request.

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 the Administrator's request for reimbursement.

Please contact
Shawano County
Economic Progress, Inc.
for the application
materials and complete
instructions.

Business Improvement
Grant Administrator:



www.shawanoecondev.org

1263 S Main Street
PO Box 35
Shawano, WI 54166
715-526-5839
scepi@frontiernet.net
www.shawanoecondev.com



**Business
Improvement
Grant**



SHAWANO BUSINESS IMPROVEMENT GRANT

Guidelines

- The Administrator will consider applications for grants of up to fifty (50%) percent of the eligible costs of the project. The maximum grant will be \$5,000 which will 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 the total project cost.
- Grants are being made available for the improvements of existing commercial properties in the Business Improvement District, City of Shawano. Improvements include, but are not limited to, the material and labor for cleaning, painting, signage, awnings and many other improvements as outlined in the Guidelines.
- Tenants of a commercial property are eligible, but the application must include written approval and consent of the property owner.
- Land contract purchasers of property are eligible, but the application must include written approval and consent of the fee title owner.

Conditions of Eligibility

Each applicant must meet the following requirements:

- The business must employ 25 or fewer employees.
- All taxes such as property, sales, and income, must be current at the time of approval for the grant funding.
- The applicant must, at the time of signing of the application, identify the contractor or contractors who will perform the work and disclose if any contractor is a family member or employee of the applicant.

Why Improve Your Business Interior or Facade?

- It will promote the attraction and retention of business operations.
- It will halt property value deterioration.
- It will promote economic growth.
- It will preserve historic district resources.
- An attractive facade can significantly help sell the business to potential customers.
- The first impression is all you have to entice a visitor to your business so the façade treatment is key.
- The quality of the façade is a reflection of what sort of experience a potential customer will have once they go inside.



Eligible Costs:

Eligible costs include, but are not necessarily 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.
- i. Architectural features.
- j. Storefront modification
- k. Exterior woodwork and architectural metals (repair, cleaning, restoration, painting or replacement, including shutters.
- l. Masonry

Ineligible Costs:

- a. Costs associated with upgrades and/or improvements related to business operating activities.
- b. Costs incurred before final grant approval.
- c. Landscaping.
- d. Sidewalks.
- e. Maintenance, including routine equipment maintenance.
- f. Costs paid by the applicant in merchandise or in-kind services.
- g. Labor paid to the applicant or a family member of the applicant or an employee of the applicant unless the applicant, family member or employee of the applicant is a recognized contractor for the particular labor being provided to the project and has received written approval from the Administrator prior to any work being commenced.