

# 2010 Business Exterior Enhancement Grant Guidelines

## What is the Business Exterior Enhancement Program?

A picture is worth a thousand words. The 2010 Business Exterior Enhancement Grants will be awarded to business improvement projects that make a significant visual impact.



The Building Exterior Enhancement Program offers grants to help business and building owners in Phelps County improve the appearance and quality of their building and brighten the overall look of business districts.

The goals of this program are to:

- Improve the appearance of business districts
- Attract new customers
- Increase property values
- Encourage property owners to update their buildings
- Provide benefit to the entire community
- Provide financial support for the goals listed above

## Who can apply for funding?

Any building owner or store tenant with authorization from the owner can apply for funding. All grants are subject to funding limits. The project site **must** be located in the commercial district of a Phelps County community and must be visible from public streets.

## How much funding is available?

This is a 50:50 matching grant. For every dollar you put into eligible expenses, we put in a dollar. The limit per applicant is \$20,000. You could do a \$40,000 project, and we'll put in \$20,000! *(If viable requests exceed budget, PCDC reserves the right to decrease the match)*

## What types of improvements are eligible for funding?

Successful applications will make a significant visual impact on the business district including:

- Façade Improvements including painting/stucco/tuck pointing/siding
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Door/window replacement which **enhances the architectural integrity of building**
- Awnings that provide building address but do not advertise a specific business
- Exterior lighting
- Sidewalks are eligible **only** in conjunction with other improvements.

**Please note that using local contractors and/or businesses for labor and/or materials will increase the likelihood of your application being approved.**

### **How does the application process work?**

You submit:

- 1) Application
- 2) Photo of your business
- 3) Get two bids
- 4) Architectural documentation for improvements such as sketches or site plans

All applicants are required to submit an application that will be reviewed by a committee and graded using the criteria described above. Applications must be received by April 30, 2010. If you wish to get your project idea pre-screened, just call Sara at PCDC (995-4148).

If an application is denied, the applicant will receive a letter explaining the reasons for denial. If the application is approved, the applicant will receive a letter of acceptance for the specified amount with information on how to proceed. **If work begins on the project prior to approval of a grant, the application is immediately rejected.**

### **How are the grants disbursed?**

Grant funds are disbursed after project completion. Applicants need to submit their federal tax identification number, proof that payment has been made for completed work, and pictures of the completed project.

### **Can recent work be reimbursed?**

Work completed prior to an application for funding cannot be reimbursed.

### **Can in-kind labor be considered?**

In-kind labor is not eligible for consideration of payment.

### **What happens after a project is selected for funding?**

Work selected for a matching grant must be completed and supporting documentation must be submitted **no later than December 1, 2010**. Applicant must comply with City/Village guidelines and applicable federal, state, and local regulations. The PCDC Business Exterior Enhancement program may promote an approved project including, but not limited to, displaying a PCDC sign at the site, during and after construction, and using photographs and descriptions of the project in PCDC materials.

### **Where do I submit an application?**

Completed applications are due at the Phelps County Development Office by **4:00 p.m. on April 30, 2010**. They may be mailed to the attention Sara Stevens-Stehl, PO Box 522, Holdrege, NE, 68949 or hand delivered to 502 East Avenue, Suite 201. PCDC reserves the right to reject any and all proposals and to accept the proposal or proposals it feels are in the best interest of the community. For more information, contact Sara Stevens-Stehl at 995-4148.

### **If I don't receive a grant this year, will I be able to apply next year?**

No, this is the last year for the Business Exterior Enhancement grants. Take advantage of the program while it lasts. If you can't pull together your project this year, PCDC does have low interest loans available for business projects of all kinds.

**Applicant Information**                      **Date of Application:** \_\_\_\_\_

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

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

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

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

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

**Building Information**

Address of building \_\_\_\_\_

Name of building owner \_\_\_\_\_

Building renter(s)/occupants: \_\_\_\_\_

Note: If you are not the property owner please have the owner or authorized representative co-sign this application where indicated.

**Project Information**

Date work is to start: \_\_\_\_\_ Date work is to be completed: \_\_\_\_\_

**\*All work must be completed no later than December 1, 2010 to be eligible for payment.**

**Please allow yourself sufficient time to complete the paperwork that is necessary to receive reimbursement.**

Please include two color photos showing the existing building and attach architectural documentation for improvements such as sketches or site plans. Please provide a brief description of the proposed project below.

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**Project Estimated Costs:**

**What do you estimate the total project will cost? \$ \_\_\_\_\_**

Please attach price quotes from TWO different contractors/manufacturers for the project.

**PCDC recommends using Phelps County contractors for services.**

A: Proposed Improvements	Anticipated Cost	Bid #1	Bid #2
Façade Upgrades (Painting, stucco, siding, etc.)			
Windows with architectural interest			
Doors with architectural interest			
Awning without advertising			
Exterior Lighting			
<b>Total of Proposed Façade Improvements</b>			
B. Items added below will be considered if they enhance the items listed above.	Anticipated Cost	Bid #1	Bid #2
Sidewalks			
Other (explain)			
<b>Total of Proposed Other Improvements (B)</b>			
<b>Total Project Cost</b>			

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

If the applicant is **not** the property owner, please have the property owner or an authorized representative review the application and sign below.

As owner of the property at \_\_\_\_\_ I have reviewed the above application and authorized the operator of \_\_\_\_\_ at said address to performed the business exterior improvements described above as part of the PCDC LB840 Business Exterior Enhancement Program.

**Signature of Property Owner** \_\_\_\_\_ **Date** \_\_\_\_\_