

## **Culver Redevelopment Commission Facade Grant Program**

This Culver Redevelopment Commission (CRC) Facade Grant Program is a pilot program to promote the improvement and maintenance of the building facades of our businesses. The goal of this program is to enhance the appearance of, encourage improvements, and stimulate growth of our businesses through improved and inviting aesthetics. Grants will be awarded for 50% of the approved facade improvements with a maximum of \$30,000 for each match. An application, review, and approval of the project will be made by the CRC and can be made in combination with a Micro Loan application to Marshall County Economic Development Corporation to help finance the capital improvements.

Examples of eligible projects:

- Facade restoration or repair
- Doors, windows, awning
- Lighting, signage, window graphics
- Masonry work, tuck pointing
- Painting, cleaning of building façade
- Gutters and downspouts
- Architectural fees associated with facade improvements
- Roof repairs or replacement
- Repairs or replacement of existing sidewalks
- Repairs or replacement of existing driveways to include paving, seal coating, and painting

Items not eligible:

- Work already started or recently completed
- Demolition of property
- Building permit fees

Guidelines:

- Approval of building owner is required. If lessee, a written consent from building owner is required.
- A 50% match of approved improvements with a \$30,000 maximum award. Maximum of

\$30,000 in grant funding will be allowed for a given business entity within a five-year period.

- A completed application to be presented to CRC
- Two written estimates from licensed contractors with description of work
- Photographs of building before and after improvements must be submitted
- Grant approval is at the sole discretion of the Culver Redevelopment Commission
- Rules and regulations of the Facade Grant Program are subject to change at any time
- A W-9 must be submitted with the application

#### Application Process:

- Complete the attached application and submit to CRC
- Completed applications must be received at least 7 days before a meeting to be placed on the agenda for approval (typically by 4:00 p.m. on the second Monday of the month)
- Proof of all building permit fees having been paid must be furnished to the CRC
- Upon completion of project, all paid invoices will be submitted to CRC for reimbursement
- Projects are to be completed within one year of CRC approval of project

#### Additional Information:

- A new building will be considered eligible for facade grant funding after a period of one year from the time the building was placed in business.
- Subsequent facade grants for the same property will be treated cumulatively for the purpose of determining eligibility. The total amount for a given property will be \$30,000 within a five-year period.
- Projects not completed within one year after initial application approval will be reviewed for possible extension upon request from the CRC.
- Funds not spent in a given year will be carried forward to the following year and be added to that year's allocation.
- Applications will be accepted at any time during the year.
- A maximum of \$30,000 will be granted to a business within a five (5) year period.
- Application must be received and approved by the CRC prior to start of project.
- A sign will be displayed by the business that a Facade Grant was used to fund the exterior improvements.

Combination of Façade Grant and Micro Loan:

- Building owners who would like to do an eligible façade improvement to their buildings but need assistance with financing their 50% project match may be eligible for financial assistance via a Micro Loan program sponsored by Marshall County Economic Development and the Town of Culver Redevelopment Commission.
- The Micro Loan program application is available online here: <https://townofculver.org/culver-businesses-economic-development/> .
- Building owners interested in pursuing the Micro Loan and Façade Grant together are encouraged to complete both applications and notify the Culver Redevelopment Commission that they will also be pursuing a Micro Loan concurrently by indicating so on their Façade Grant Application.

**Culver Redevelopment Commission Facade Grant Application**

**(Applications are due by the 2<sup>nd</sup> Monday of the month to be considered at that month's meeting)**

Applicant Name (Print): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

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

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_

Are you also applying for a Micro Loan through CRC and MCEDC for this project? \_\_\_\_\_

Please attach the following:

- Project description, including architectural drawings if applicable
- Photographs of the existing building
- Written estimate from two licensed contractors with description of work to be completed
- Written permission and signature of building owner
- W-9 form (grant will be payable to business name as entered on Line 2)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use:

Grant application accepted \_\_\_\_\_ Amount of Grant \_\_\_\_\_ Paid invoice received \_\_\_\_\_

Claim approved by CRC \_\_\_\_\_ Check Processed for Payment \_\_\_\_\_