

Business Improvement Grant

Black River Falls Downtown Association Business Improvement Grant Program

Purpose:

The Downtown Association makes these grants available to business and property owners for the purpose of promoting the historic character of our downtown. Our mission of downtown revitalization recognizes the importance of maintaining and enhancing the historic qualities of downtown. Grants awarded through this program are intended to encourage property improvements which further this mission.

Applicants are advised that the Association is not obligated to consider requests for work undertaken prior to approval of the grant proposal.

Guidelines:

- Grants are to be used for exterior rehabilitation to existing commercial buildings within the Black River Falls Downtown Business Improvement District.
- Rehabilitations or improvements are to be in accordance with the Association's *Design Guidelines* and the *Secretary of the Interior's Standards for Rehabilitation*. Compliance will be determined by the Association's Board of Directors.
- Grants will provide a dollar for dollar match of business or property owner project funding up to a maximum of \$1000 per project for facade improvements and \$500 per project for signs and signage. Only one grant may be applied per assessed address per year.
- A limited amount of funding is available under this program, and the Board of Directors reserves the right to make awards of limited funds based on the relative merits and positive impacts of the projects. If several projects are

under consideration at one time, grant applications will be considered in order that they are received in the Downtown Association office.

- Building owners or their tenants may apply; tenant applicants are required to submit written evidence of building owner approval with their application.
- Applicants are encouraged to consult with Downtown Association Board as their designs are developed.
- Signage must conform to local ordinances and not infringe on any copyright or trademarks.
- The Black River Falls Downtown Association will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.
- The Board of Directors decision is final.

- **Examples of Eligible Activities:**

Eligible improvements include but are not limited to:

- Painting
- Building cleaning
- Door and window replacement or alteration
- Tuckpointing or other masonry repair
- Materials and labor, and professional design assistance
- Awnings
- Exterior signs
- Window signs
- Lighting used in conjunction with new or existing signage

Grant Application Procedure

1. Complete the grant application form available at the Downtown Association office and attach two copies of the proposed business design, along with a sheet detailing the cost of the project. Grant proposal may be delivered in person or mailed to the Downtown Association office.

2. If the proposal conforms to all local ordinances and all aspects of the project and application are acceptable, the Board of Directors will approve the application. Should the committee require further information or alterations to the proposal, the applicant will be contacted by the Downtown Association Board.
3. Once the application is accepted and formally approved by the Board of Directors, any changes in the facade or sign project specifications must be approved by the Downtown Board. The manager may refer such change proposals to the Design Review Committee as needed.

Deviations from an approved project plan may disqualify the applicant from receiving grant funding.

4. The applicant and the Downtown Association Board will conduct a final inspection upon completion of the project. Grant monies will only be disbursed after such inspection of grant application form and after submittal to the Downtown Association Office of paid receipts for the work.

Return completed application forms and materials to:

Black River Falls Downtown Association
1 Main Street
P.O. Box 27
Black River Falls, WI 54615

Black River Falls Downtown Association

Business Improvement Grant Application

1. Business Name: _____
2. Address: _____
3. Type of Project: Sign _____ Façade _____
4. Project Designer's Name and Phone (as applicable): _____
5. Estimated total cost of project: _____
6. Proposed project start and completion dates: _____
7. Name and Phone of Building owner: _____
8. Attachments:
 - (a) Two copies of signed contractor's estimate or two copies of itemized project cost estimate prepared by building or business owner.
 - (b) Two copies of rendered or photographic description of the improvement project.
 - (c) If tenant, two copies of letter of permission from building owner for the proposed project.

The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my knowledge.

(signed) _____ Date: _____

(signed) _____ Date: _____

Office Use Only: Application received on (date): _____

Supporting materials included: _____

Project approved (Y/N): _____ Date: _____

Completion Date: _____