

## **EXCEL! ESTHERVILLE EXISTING BUSINESS FAÇADE IMPROVEMENT Grant Guidelines & Application**

The City of Estherville with assistance from Excel! Estherville will distribute approximately \$25,000 in a competitive, unrestricted grant process to qualified applicants for projects that will benefit and positively impact the businesses in Estherville. These funds are available from the collection of sales tax funds allocated to community betterment projects within the City of Estherville.

The grant will be awarded to businesses for use towards a façade improvement project, as determined by The Existing Business Committee and the Excel! Estherville Oversight Committee, and finally approved by the Estherville City Council.

For purposes of this Grant, “Façade” shall be defined as the exterior portion of the building that faces the primary roadway(s) running adjacent to the structure. Applicants shall be limited to one (1) grant per business location.

Eligible applicants may request funds to be matched up to a maximum amount of \$5,000.00. Grant funds will be awarded on a dollar-per-dollar match, with a maximum grant award not to exceed \$5,000.00 per application.

Eligible grant applicants include: Any private business and/or building owners located in Estherville city limits wanting to improve the building façade of their business.

### Excel Estherville Façade Improvement Grants DO NOT fund:

- Individual residential projects, which shall include any business operated out of a primary residence.
- Churches for the purpose of advancing a specific religion
- Any public, municipal, or governmental entity

Grant selection criteria include, but are not limited to:

- Capacity to manage and execute the project
- “Beautification” of the business by the project
- Strategy for achievement is sound with well established timelines and a cost effective budget
- City review and approval as needed is required. A project has to meet architectural and sign requirements.

The grant program is now open to receive applications and supporting documentation. Applications will be taken until June 30, 2014 or until funds are exhausted. All applicants will be notified when final decisions are made. Grant funds will be disbursed at the completion of the project, as reimbursement for expenses incurred by the grant applicant. All expenses incurred shall be invoiced and dated after the grant award date. *Applications will not be accepted for work completed prior to July 1, 2009.*

For reimbursement: The recipient must provide receipts, invoices, or other written verification of the expenses incurred, along with pictures of the completed project to Excel! Estherville at 620 First Avenue South.

**EXCEL! ESTHERVILLE FACADE IMPROVEMENT  
GRANT APPLICATION**

Date: \_\_\_\_\_

Business Contact Information

Business Requesting Funding: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

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

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

Project Description (If more space is needed, please attach a separate sheet.)

Describe the current state of the exterior of the building.

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Describe the proposed improvements to the façade:

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

Estimated Total Project Cost: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

**Please attach an itemized breakdown of all project costs, pictures of current state of building, and any further information you think may be helpful such as pictures/samples of materials that you will be using.**

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

Print Name of Applicant: \_\_\_\_\_

Have the following signed by Community Development Director, Barb Mack at the City Offices, 1 North 7<sup>th</sup> Street, Estherville.

City Approval:

Preliminary review meets City requirements. Permit approval will be required before any construction begins.

\_\_\_\_\_  
Barb Mack, Community Development Director

Date: \_\_\_\_\_

**Incomplete grant applications will not be considered. Please review the checklist below to make sure all the necessary items are included.**

Mail or drop off your completed application to the Chamber of Commerce Office at 620 1<sup>st</sup> Avenue South.

Checklist for Applicant: Make sure all boxes are marked yes prior to submission.

- |                                 | Y                        | N                        |
|---------------------------------|--------------------------|--------------------------|
| 1. Application form filled out? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. "Before" Pictures Included?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Budget Breakdown Included?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. City Approval                | <input type="checkbox"/> | <input type="checkbox"/> |

**For Office Use Only.**

Necessary Application Materials Supplied Date: \_\_\_\_\_

Application Approved/Denied Date: \_\_\_\_\_

If Denied, why? \_\_\_\_\_

Receipts/Invoices Provided Date: \_\_\_\_\_

Reimbursement Request Submitted to City Date: \_\_\_\_\_