


STOREFRONTS & START-UPS GRANT APPLICATION



Downtown Partners
418 Pierce Street
Sioux City, IA 51101
downtownsiouxcity.com 

Downtown Sioux City Storefronts & Start-Ups Grant Application 2018-2019

All proposals are to be submitted to:
Downtown Partners
418 Pierce Street, Sioux City IA 51101
Email: RagenCote@downtownsiouxcity.com

Background

In an effort to enhance existing downtown spaces, Downtown Partners has created a Downtown Sioux City Storefronts & Start-Ups Grant program. Eligible projects must be located within the boundaries of the Downtown Partners SSMID and funds are strictly for use towards storefront improvements and/or start-up business space needs.

A “**storefront**” is described as:
the facade of a store; a room(s) of a commercial building, typically used as a store.
Several storefronts could make up one building parcel.

A “**start-up**” is described as:
a locally-owned business established within the last twelve months.

The goal is to provide an incentive to help attract new and retain existing downtown commercial office/retail tenants while enhancing the overall value and appeal of the downtown business district. The program offers a matching grant to owners or tenants (with the owner’s permission) of commercial property in Downtown Sioux City.

Benefits & Regulations

The grant aids in the form of matching funds that are paid to selected applicants upon completion of an approved impact project. **Grant funding is available equaling up to 50% of owner or tenant investment, capped at \$2,500 per storefront.** For example, if owner or tenant investment is \$2,000, the project could qualify for a Storefronts & Start-Ups Grant award of \$1,000 (50%); projects over \$5,000 could qualify for a Storefronts & Start-Ups Grant award of up to \$2,500. The number of selected applications depends on funding available. Projects will be reviewed as they are submitted and selected based on a scoring system. The applicant must review the project with the Executive Director of Downtown Partners prior to submission. Projects will be due by the first of each month and announced after the board meeting. Board meetings are held on the fourth Thursday of each month.

Rules

- Grant dollars must be spent on improvements such as construction costs, design fees (\$1,500 max), signage (projecting signage is encouraged!), windows, doorways, window display materials, removal of tint from windows, planters, sidewalk cafes, murals, etc.
- Qualified costs do not include labor costs, operational costs or FF&E (furniture fixtures & equipment)
- Applications can be filed by the tenant, but only with the written consent of the property owner
- If the space where the desired project is located is vacant, it must be actively marketed
- Must attain required permits from the City of Sioux City if applicable
- Approved projects must be completed within six months of grant award
- Completion of the work will be inspected prior to reimbursement

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Applicants Must Attach the Following

1. Detailed Project Description – including construction costs, fees and materials
 - a. Includes bids for construction and scope of work
 - b. Includes design specifications and drawings **funding assistance for interior design may be available for qualified projects and start-up needs if appropriate**
2. Project Budget – including breakdown of owner and tenant investment
3. Written Consent – from the property owner, if the tenant is the applicant
4. Project Timetable – all projects must be completed within 6 months of grant award
5. Name project team members (architect, general contractor, sub-contractors)

Review Process & Reimbursement of Funds

Successful applicants will have grant funding released to them after Downtown Partners receives receipts/invoices compiled and proof of payment to contractors and/or consultants from the successful completion of agreed upon improvements. The total grant funding available is determined by the annual Downtown Partners budget. Applications are managed by the Downtown Partners Economy Work Group. Selected project recommendations will be reviewed by Downtown Partners Board of Directors for final approval. Projects creating the greatest impact will be given precedence. You must meet with the Executive Director of Downtown Partners prior to submitting an application and if any changes occur during the process. Downtown Partners reserves the right to accept or reject any and all proposals. Project applications are due by the first of each month. Project applications received after the due date will not be reviewed until the following month. Projects started prior to receiving notice of the grant award are not eligible for grant funds. Any significant changes in plans made after project approval must be submitted to the Downtown Partners Economy Work Group for review.

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General Information

Name of Applicant: _____

Business Name: _____

Type of Business: _____ Established Date: _____

Project/Business Address: _____

E-mail address: _____ Phone Number: _____

Is the applicant also the property owner?

Yes

No (*if no, property owner authorization is required*)

Property owner's name (if different from applicant): _____

Property owner's address: _____

E-mail address: _____ Phone Number: _____

Is there any pending code enforcement action on the property?

Yes

No

Have you received any previous funding (local, state or federal) for improvements related to this project, parcel or storefront?

Yes

No

If answer is "yes" to above question, describe funding source, work completed and completion date:

Is the property currently vacant?

Yes

No (*if no, proof of active market listing is required*)

Is the property listed as a Sioux City Local Landmark or is it listed on the National Register of Historic Places?
(To verify, please contact the Historic Preservation Commission Liaison at City Hall; 712.279.6283)

Sioux City Local Landmark?

Yes

No

National Register of Historic Places?

Yes

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No

Project Description

Please provide a description of the proposed improvements (*attach additional sheets if needed*):

Please attach photos of the existing building conditions and photos/sketches/plans for the proposed improvements. Plans for the proposed improvements do not need to be professionally engineered; however, they should be clear and to scale allowing work group members to fully evaluate the request. The project must be completed within six months of grant award.

Project Budget

Please provide a breakdown of estimated costs for the applicable project items. (*attach additional sheets with the required information if needed, contractor estimates, etc.*)

Total Estimated Project Cost: \$ _____

Total Grant Request: \$ _____ * *Up to 50% of the Total Project Costs, maximum of \$2,500*

*Award funding reimbursement will not increase if final costs exceed initial estimates.

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?

Yes

No

If answer is "yes" to above question, describe additional work and estimated cost:

Please list the source(s) of any additional funds you received/plan to receive for this project and identify the amounts supplied by applicant or other public or private source.

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Applicant's Certification

I have read and understand this application and I hereby submit the application together with attached photos, plans, and additional supporting documentation for the proposed project and understand that Downtown Partners must approve the application. I understand that submission of this application does not guarantee funding. I further understand that if I accept an award I will enter into an agreement with Downtown Partners and will comply with all of the requirements contained therein. I understand that grant monies will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. The project must be completed within six months of approval, or the approval and funding shall expire. No funding is guaranteed until all of the conditions associated with the grant have been met.

Print Name of Applicant

Signature of Applicant

Date of Application

Property Owner Authorization

I, _____ understand that _____, a leaseholder of my property located at _____ is considering improvements under the Downtown Sioux City Storefronts & Start-Ups Grant Program, hereinafter referred to as "Program."

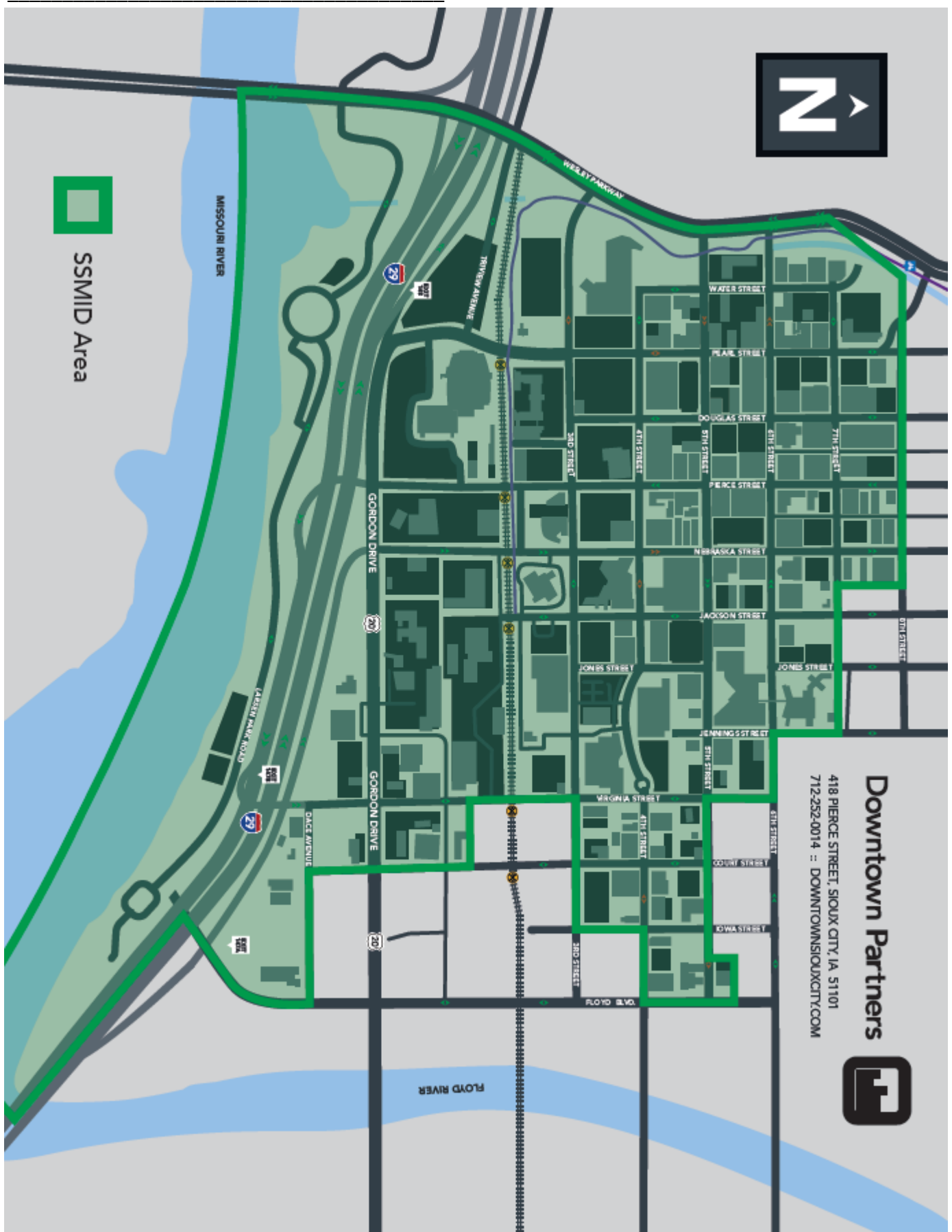
I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements. I understand and agree that the Downtown Partners does not assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied. I understand no funding is guaranteed to my tenant until all of the conditions associated with the grant have been met.

I further agree to hold Downtown Partners harmless from and indemnify them for and against any and all claims which may be brought or raised against Downtown Partners, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the Program. I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Print Name of Property Owner

Signature of Property Owner

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Date

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