

DOWNTOWN STOREFRONT GRANTS

- **Signage**
- **Outdoor Dining & Seating**
- **Safety & Security**
- **Aesthetic Upgrades**
- **Sidewalk Improvements**



Downtown Partners
SIOUX CITY



Downtown Sioux City Storefront Grant Application 2023-2024

All proposals are to be submitted to:
Downtown Partners
RagenCote@downtownsiouxcity.com

Background

In an effort to enhance existing downtown spaces, Downtown Partners has created a Downtown Sioux City Storefront 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.

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 \$4,000 per storefront.** For example, if owner or tenant investment is \$2,000, the project could qualify for a Storefront Grant award of \$1,000 (50%); projects over \$8,000 could qualify for the maximum Storefront Grant award of up to \$4,000. The applicant must review the project with the Executive Director of Downtown Partners prior to submission. The number of selected applications depends on funding available. Projects will be reviewed as they are submitted and scored by a selection committee before being presented to the Downtown Partners Board of Directors. If the applicant is located within an historic district, the application will also be presented to the Historic Preservation Commission for review. Projects will be announced after the board meeting on the fourth Thursday of each month.

Rules

- Grant dollars must be spent on improvements such as construction costs, licensed installation, design fees (\$1,500 max), signage (projecting/blade signage is encouraged), windows, doorways, window display materials, removal of tint from windows, planters, outdoor dining/seating structures, murals, lighting, security cameras, etc.
- Applicants can apply for more than one category, but the total funds requested cannot exceed \$4,000 in one calendar year
- 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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Eligible Grant Categories

The following targeted grant categories can be combined for targeted storefront improvements. The total funding requested cannot exceed four thousand dollars (\$4,000) within a calendar year.

Signage

Downtown Partners will provide a matching grant of 50% of eligible project costs, up to one thousand five hundred dollars (\$1,500) of the total cost of eligible products and/or associated fees on a reimbursement basis. Businesses shall be eligible for funding to purchase and install business signage including:

- Projecting/blade signage
- Window display materials

Outdoor Dining & Seating

Downtown Partners will provide a matching grant of 50% of eligible project costs, up to two thousand dollars (\$2,000) of the total cost of eligible products and/or associated fees on a reimbursement basis. Businesses shall be eligible for funding to purchase and install outdoor dining and seating area improvements including:

- Partitions/Barriers
- Outdoor Furniture
- Portable Heaters
- Decorative Planters

Safety & Security

Downtown Partners will provide a matching grant of 50% of eligible project costs, up to two thousand dollars (\$2,000) of the total cost of eligible products and/or associated fees on a reimbursement basis. Businesses shall be eligible for funding to purchase and install safety and/or security improvements including:

- Lighting
- Cameras
- Replace breakable materials
- Security Systems

Aesthetic Upgrades

Downtown Partners will provide a matching grant of 50% of eligible project costs, up to four thousand dollars (\$4,000) of the total cost of eligible products and/or associated fees on a reimbursement basis. Businesses shall be eligible for funding to purchase and install permanent upgrades to the storefront including:

- Window replacement/tint removal
- Door replacement/ADA compliant
- Painting
- Murals

Sidewalk Improvements

Downtown Partners will provide a matching grant of 50% of eligible project costs, up to four thousand dollars (\$4,000) of the total cost of eligible products and/or associated fees on a reimbursement basis. The program is designed to provide an economic incentive for owners to improve the quality of sidewalks adjacent to their respective properties.

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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 names of any architects, contractors, subcontractors, etc. working on the project
 - c. Includes design specifications and drawings
2. Project Budget – including breakdown of owner and tenant investment
3. Written Consent – from the property owner, if the tenant is the applicant
4. Existing Conditions – photos of the current conditions being addressed
5. Project Timetable – all projects must be completed within 6 months of grant award

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.

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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 (*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

Is the property currently vacant?

Yes (*if yes, proof of active market listing is required*)

No

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)

Yes

No

Project Category

Please select the applicable category/categories for your project.

Signage (\$1,500)

Outdoor Dining & Seating (\$2,000)

Safety & Security (\$2,000)

Aesthetic Upgrades (\$4,000)

Sidewalk Improvements (\$4,000)

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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*

*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:

In conjunction with this project, you are responsible for attaining the required permits from the City of Sioux City. Will your project require permits?

Yes

No

If answer is "yes" to above question, which permits are needed?

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:

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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 Storefront 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 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

Date

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