Fort Scott Downtown Façade Improvement Grant Application

Date of Application: _____

Applicant Information

Business Name: _____

Street Address: _____

City: State: Zip: _____

Building Information

Address of building where work is to be done: _____

Name of building owner (if different from above): _____

Building renter(s)/occupants: _____

Financial Information

Total amount of project: $ _____

Total grant amount applied for: $ _____, Maximum $500.

Guidelines:

Match is 80/20. 80% business, 20% City funds, using the following formula:

- Based on $100 per building linear front foot
- Extra: for street corner buildings, at $25 per linear foot of side street exposure
- Extra: for rear entrances facing a city parking lot – amount based on $50 per building foot

The grantee is expected to solicit two detailed bids from experienced and known contractors. The City will participate on the lower bid cost, up to the above guideline formula and description of applicable work. This is required even if some or all of the contractor services are replaced by the grantee's sweat equity. The sweat equity must meet or exceed the services described in the low bid to earn the grant allowance that would be generated by the low bid.

Owner/Renter Matching Fund Source:

☐ Cash ☐ Bank Financing (list bank): _____

☐ Sweat Equity. Explain Calculations of Value using the lowest bid item costs:

_____

_____

☐Other: _____

Description of Improvements

Describe the façade improvements (City matching funds can only be used for façade improvements): _____

_____

_____

_____

_____

Describe how owner/renter funds to match City will be used (exterior improvements will have first priority): _____

_____

_____

_____

_____

Please attach the following:

- Copies of detailed written estimates for building improvements
- Drawings that show work to be done
- Pictures of building in present condition

Is a building permit required for the project? ☐ yes ☐ no

If yes, describe: _____

_____

_____

Project Timetable:

Date work is to start: / / Date work is to be completed: / /

Is your building located within 500 feet of a State or Federal Historic Site (the Fort Scott National Historic Site, Congregational Church, Moody Block, Union Block, Fort Scott City Library, or the Depot)?

☐ yes ☐ no

If yes, for any structural changes (not for painting only) you must receive approval from the Kansas State Historical Preservation Office. Please submit a copy of their approval document with this application, if relevant. Comments: _____

_____

You must submit a copy of the approval for the improvements (including colors, size, styles, etc.) from the Design Review Board with this application.

Comments: _____

_____

Funds will be paid out once all work has been completed. Paid invoices and/or receipts along with copy(s) of canceled checks must be furnished for all materials and labor.

New or Expanding Business Information

Will your building improvements create any new jobs? If so, how many full time equivalents (40 hours equals 1 employee): _____

If this is a new business, what goods or services are you going to provide?

_____

_____

Additional Incentive Program

The Neighborhood Revitalization Program may provide property tax rebates for improvements that increase the property valuation by 15% or more. For more information and an application for that program, contact the City of Fort Scott Economic Development Office or Building Codes Enforcement at City Hall.

Applicant Signature _____ **Date** _____

Building Owner Signature _____ **Date** _____

Economic Development Approval _____ **Date** _____

City Commission Approval _____ **Date** _____

Payment Approval Signature _____ **Date** _____

Remember, attach copies of the approval of the planned work from the Design Review Board. Also include documentation that verifies consent from the Kansas Historical Society if the work is being done within 500 feet of a State or National Historic Site and requires a permit.

If your application is approved by the City Commission, provide copies of the paid bill(s) and the canceled check(s) and / or credit card statements as proof of your expenses in order to be reimbursed for the City grant. If sweat equity is involved, a daily log of effort is required and a visual inspection of the work completed compared to the detailed bid will be judged by city staff (the Director of Economic Development if reasonably expeditious).