

### **GUIDELINES & APPLICATION**

TARGETED GRANTS FOR BUILDING IMPROVEMENTS THAT MEANINGFULLY CONTRIBUTE TO POSITIVE FIRST IMPRESSIONS OF PHELPS COUNTY COMMUNITIES.

- A. Up to \$1,000 matching grant to improve building exteriors.
- B. Limited funds are available and may be applied to projects that are impactful at any location within corporate boundaries of any municipality.
- C. Grants are for materials only, not labor.

<b>Examples of Grant Use:</b>	<b>Grant does not include:</b>
-Windows (boarded or replaced)	-Landscaping
-Doors and/or entrance modifications	-Sidewalks
-Paint	
-Masonry	
-Awnings and signs	
-Lighting or illumination	

- D. Designs and/or architectural plans will be reviewed by PCDC staff and the Loan Committee. Approval timeframes may take one to three weeks after submission.
- E. Work may not begin until the application is approved by the PCDC Loan Committee.
- F. Projects are awarded based on aesthetic impact to the community's first impression on a visitor and residents.
- G. An approved project must be completed according to the original design. Changes must be approved in advance by the PCDC Loan Committee.
- H. Projects must be substantially completed within 6 months of grant approval.
- I. If the anticipated completion date changes at any time during the project, PCDC staff must be notified and will inform the committee.
- J. Project progress may be reviewed by PCDC staff or Loan Committee at any time.
- K. Applications must include all requested information detailed in the application form to be considered. Applicants should describe other work or phases of improvements that are envisioned for the same property even if not covered by the grant.
- L. The PCDC Loan Committee will have the authority to approve projects that have innovative or materially different solutions than stated in the guidelines provided the project delivers substantial visual enhancements.
- M. If the applicant is a tenant, authorized representatives of the building owner and the tenant must both sign the application.

**APPLICATION:**

APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER PHONE: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

EXISTING EXTERIOR CONDITION TO BE REMEDIED: \_\_\_\_\_

DESCRIBE PROPOSED IMPROVEMENTS (use attachments if necessary): \_\_\_\_\_  
\_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

CURRENT BUILDING USE: \_\_\_\_\_

BUSINESSES THAT WILL BENEFIT FROM IMPROVEMENTS: \_\_\_\_\_  
\_\_\_\_\_

TOTAL PROJECT COST: \_\_\_\_\_

GRANT AMOUNT REQUESTED: \_\_\_\_\_

**REQUIRED DOCUMENTATION:**

- 1. Completed Application – All Requested Information**
- 2. Detailed Project Summary Including Other Work To Be Performed Not Funded By The Grant**
- 3. Detailed Estimates of Material Costs For Both Grant Funded Work and Non-Grant Funded Work and Labor Costs**
- 4. Sketches, Photos or Schematics of the Proposed Project**
- 5. Photos of the Buildings Current Condition**
- 6. Provide Historic Photos of the Building if Applicable to Proposed Improvements**

# GO! BUSINESS

## Building Exterior Impact Grant

I hereby submit the attached plans for the proposed project and understand that these must be approved by the PCDC Loan Committee before any work begins.

I further understand that I am accountable to complete this project as proposed by the estimated completion date.

By signing the application, Applicant gives PCDC permission to use before and after pictures of the improvements for any marketing purposes.

\_\_\_\_\_  
Authorized Project Representative

\_\_\_\_\_  
Date

**DATE REVIEWED BY PCDC LOAN COMMITTEE:** \_\_\_\_\_

**LOAN COMMITTEE ACTION RECOMMENDED:** \_\_\_\_\_

**PCDC ACTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PCDC NOTES AND FOLLOW UP INFO:**