



CITY OF CALDWELL KANSAS 14 WEST CENTRAL CALDWELL KANSAS
DOWNTOWN PRESERVATION PROGRAM

PURPOSE

The purpose of the grant is to support rehabilitation and preservation efforts of commercial buildings located on Main Street from Avenue B to Third St in the business district of Caldwell Kansas; encourage new businesses and retain, revitalize and expand existing businesses in Caldwell, Kansas. The Downtown Preservation Program is funded by the City of Caldwell, Kansas, and the Hedrick Family Trust. The program is administered by the City of Caldwell.

FUNDING PROCEDURE

Grants made under the Commercial Rehabilitation and Matching Grant Program shall be for a minimum of \$1,000.00 and shall not exceed \$5,000.00 per building. The applicant is expected to provide a 1:1 match. The grant amount is initially based on the estimate; the final grant payment is based on actual costs. In the event the actual costs are less than the estimated costs, the grant match amount will be reduced.

PROJECT ELIGIBILITY

Eligible projects include *preservation of the exterior of the building by exterior renovations, signage, exterior lighting, awnings, doors, frames, windows, tuckpointing and/or sandblasting, painting exterior of building, architectural/design*. Any expenses incurred or contracted before grant approval are not eligible.

APPLICATION REQUIREMENTS

Owners of commercial property in the 3 block downtown district of Main Street or from Avenue B to Third St. in the city limits of Caldwell, Kansas are eligible. Owners, building tenants, or a joint venture of these two parties may submit an application under the program only one application per building will be reviewed annually. Tenants must submit written approval of the property owner and evidence of their leasehold interest. Applications will be screened by the City Administrator, and Code Enforcement Officer. Under the advisement of the City Administrator, the number of grants awarded, and the amount of each grant not to exceed a \$5,000.00 maximum, will be determined by the approval of the City Commission based on the availability of funds not to exceed a donation cap of \$15,000.00 per year.

Applicants must submit an outline of their work with two like bids and a completed application. Any changes to the approved plan will require a written request from the applicant and approval by the committee in order to retain the funding. To ensure competitive pricing by contractors, we require at least two LIKE bids for each type of proposed work. LIKE bids require the quotes contract amount to be based on the exact same scope of work, materials, sizes, and features. Bids from applicants interested in serving as general contractors on their projects require bids also. All bids submitted must have an expiration date to extend through the date of estimated project completion. Only completed applications with all necessary attachments will be considered for the grant.

Please include signed copies of the application, signed copies of information requested in the grant guidelines, a description of detailed projected budget for scope of work to be performed and materials, photos of building before (and include the attached photo release for use for social media and City of Caldwell website, evidence of title or control of property; copy of real estate tax bill showing all taxes paid in full at time of application.

DEADLINE FOR SUBMISSION

The time period and deadline for submitting applications shall be through November 1 for projects to be completed the following fiscal year (January 1 through December 15). Complete applications will be accepted and awarded on a first come first serve basis.

FUNDING SCHEDULE

Applicants must submit itemized receipts, with proof of payment, up to the requested amount for matching grant funds. Grant monies will be reimbursed within three to six weeks after the project is completed. Applicants are required to present a progress report to the City Administrator if the project is not completed within 3 months of the projected start date. Failure to complete the project by December 15 of *the project year voids the grant unless the applicant receives a signed letter from the City Commission approving the extension. Extensions may be granted on a case by case basis. Grantees may not reapply for this grant for a period of 3 years.

Work may begin upon receipt of an approval letter from Caldwell City Hall. All necessary permits, inspections, and city approvals are the responsibility of the applicant and not considered part of the matching grant funding. If the applicant serves as the project general contractor, contractor's profits will not be considered as an eligible expense for the portion of work.

REHABILITATION PROGRAM MATCHING GRANT APPLICATION

Applicant Name:

Business Name:

Business Phone:

Alternative Phone:

Email:

PROJECT INFORMATION

Please submit a work proposal and two like detailed bids.

Description of Project:

Estimated Cost:

Anticipated Start Date:

Anticipated Completion Date:

** If beginning a new business in the building please provide a detailed business plan**

Rehabilitation Program Rules

Please initial each line after reading, understanding, and agreeing to:

Applicants must receive a “Letter of Approval” and secure all necessary permits prior to the start of any project work. _____

Businesses have until December 15th of the project year, as on the application, after receipt of “Letter of Approval.” _____

Owner understands and agrees to inject capital up to a maximum of \$5,000 match and inject additional capital if necessary to complete the rehabilitation project. Projects will only be paid out of the work is totally completed and signed off on. _____.

I hereby acknowledge that I have read the Commercial Property Rehabilitation and Preservation Matching Grant Program Guidelines and agree to comply with eligibility criteria and all application, program, approval, and reimbursement requirements. I understand failing to comply with all conditions and requirements by December 15 of the project year may result in the forfeiture of the grant.

Printed Name

Applicant Signature

Date

Approval Signature/ Title

Date