

Lincoln County Economic Development Foundation

216 E Lincoln Avenue, Lincoln, KS 67455 | (785) 524-8954 | LcedfDirector@Outlook.com

Business Revitalization Grant Program

Guidelines & Application

Guidelines & Requirements

The Business Revitalization Grant (BRG) program is intended to support local businesses by assisting with physical exterior improvements and upgrades to existing commercial properties. By improving the appearance and functionality of individual businesses, over time the appearance of our overall county will improve leading to the stabilization and growth of property values.

Requirements

- 1) Any business in Lincoln County is eligible to apply. Because non-profit organizations have access to grant funds through various foundations and/or other entities that for-profit businesses cannot qualify for, *non-profits are not eligible* for the BRG program.
- 2) The BRG will assist with exterior improvements only. The BRG is a competitive grant program so high-impact and highly visible improvements will take precedent over those that have a lesser impact from the public realm. Exterior improvements must not remove or alter historic elements which add to a building's overall historic character.
- 3) The maximum grant will not exceed \$1,000 and requires a 1:1 match from the applicant. Sweat equity is encouraged in order to allow funding to be stretched further, but it will not be considered as a match. Grant funds are distributed as a reimbursement of costs paid by the applicant.
- 4) Schematic and/or detailed construction drawings of the proposed improvements and cost estimates are required.
- 5) Any work already completed or underway before the BRG application is reviewed and approved will not be reimbursed or count towards the applicant's match.
- 6) Grant recipients are required to purchase supplies/services needed for the improvements at a Lincoln County business (where applicable). Cost estimates and/or bids from contractors must be detailed with subtotals for materials (broken down by category such as paint, windows, doors, stone, etc.), labor, mileage, sales tax and any other associated fees or costs.
- 7) All applicants must be current on their taxes and utilities.
- 8) *The project must be completed within one (1) year after approval of the BRG grant or the applicant will forfeit the funds.*

Process

- 1) Applicants must complete the BRG application, submit all required information and return it to the LCEDF office.
- 2) Applications are reviewed and approved by the LCEDF's Board of Trustees at their next scheduled meeting.
- 3) Grant applicants are notified in writing whether they were approved or not and the process with which they can be reimbursed for their expenses.
- 4) After being approved, grant recipients may move forward with their project as submitted and described in their application.
- 5) The initial cost of all improvements must be paid by the grant recipients.
- 6) Once the project is completed, grant recipients must submit proof of completed work along with receipts verifying total costs and local business patronage.
- 7) Once the work and receipts are verified the LCEDF will distribute the appropriate grant funds as reimbursement.

Questions

If you have questions on the BRG guidelines, application or process, please contact Kelly Larson, Director of the Lincoln County Economic Development Foundation, at 785-524-8954, by email: LcedfDirector@Outlook.com, or stop by the office in the basement of the county courthouse at 216 E. Lincoln Avenue, Lincoln, KS 67455.

The Lincoln County Economic Development Foundation is an equal opportunity provider, employer and lender.

Business Revitalization Grant Program

Application

Please complete all sections of the application providing as much detail as possible. Additional information may be requested. Return completed applications by the deadline to the LCEDF office or email lcedfdirector@outlook.com. Please call 785-524-8954 with any questions.

Applicant Information

- 1) Business Owner Name: _____
- 2) Business Name: _____
- 3) Mailing Address: _____
- 4) City: _____ State: _____ Zip: _____
- 5) Phone/Cell Number: _____
- 6) Email Address: _____

Business Information

- 7) Physical Address of Property: _____
- 8) Years in Business: _____
- 9) Do you own or lease the property: _____ Own _____ Lease
If lease, please submit 'Leasehold Improvements Permission' by the property owner allowing the work.
- 10) Does the business or any of the business owners/partners have a tax liability in arrears with the Kansas Department of Revenue, IRS, or local municipality or owe utility payments to a local municipality?
_____ No _____ Yes, please explain: _____

Project Information

- 11) Type of Improvements Planned (check all that apply):
____ Exterior Painting ____ Signage ____ Awning repair/replacement
____ Window/door repair/replacement ____ Brick/stone masonry repair
____ Exterior Lighting
____ Other: _____

12) Date improvements will begin: _____

13) Date improvements will be completed: _____

14) Please describe why this project is important and how it will impact your business?

Project Budget

Complete the following table outlining the project’s expenses and the funds that will be used to complete the project. (Cost estimates/bids should match the expense line items.)

Project Costs		Amount
1	Expense #1: _____	\$
2	Expense #2: _____	\$
3	Expense #3: _____	\$
4	Expense #4: _____	\$
5	Expense #5: _____	\$
Total Cost of Project (add lines 1-5)		\$

Sources of Project Funds		Amount	Secured/ Pending
6	Personal Investment	\$	
7	Bank Loan (Name of Bank: _____)	\$	
8	Landlord Investment (if applicable)	\$	
9	Other Source #1: _____	\$	
10	Other Source #2: _____	\$	
11	Other Source #3: _____	\$	
12	BRG Grant Amount Requested* (max. of \$1000)	\$	
Total Funds for Project (add lines 6-12)		\$	

Checklist of attachments to the application:

- ___ Photos of the building in its present condition
- ___ Schematic and/or detailed construction drawings of the proposed improvements
- ___ Cost estimates and/or bids from contractors, pricing from vendors, etc. as described in Project Information and Project Budget sections. *Cost estimates must be detailed with subtotals for materials (broken down by category such as paint, windows, doors, stone, etc.), labor, mileage, sales tax and any other fees or costs.*
- ___ Additional information that will assist in detailing the proposed improvements such as paint samples, awning swatches, etc.
- ___ Marketing Release of Information
- ___ Leasehold Improvements Permission (if applicable)

Certification

I certify the information contained in this application form, along with the attachments provided, is true to the best of my knowledge. I acknowledge the purpose of this grant program is to help improve the aesthetic appearance of the various business districts throughout the entire footprint of Lincoln County. I also acknowledge and recognize the terms and conditions associated with the Lincoln County Business Revitalization Grant Program and agree that if awarded I will comply by said terms.

Applicant signature: _____ **Date:** _____

MARKETING RELEASE OF INFORMATION

By submitting an application for financial assistance, the Client (prospective grant recipient) agrees to the following Marketing Release of Information* to be used by the Business Revitalization Grant (BRG) Program administered by the Lincoln County Economic Development Foundation (LCEDF) for the purpose of promoting the successful delivery of services to small business owners and commercial property owners.

Marketing Release of Information*

Upon receiving notification that the LCEDF has selected the Client to receive financial assistance, the Client agrees to provide pertinent information to LCEDF for the purpose of distributing information to media outlets as determined by LCEDF;

Information distributed to media outlets will be obtained primarily from the BRG application, the LCEDF and grant recipient’s web sites and previously published information, and by phone interviews with representatives of both parties;

LCEDF will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published and therefore not already considered to be in the public domain;

LCEDF will distribute information to media outlets only after the grant is approved and closed by LCEDF;

In addition to distributing information to media outlets LCEDF may distribute information to organizations, networks and individuals via email, LCEDF, and third-party web sites, blogs, instant messaging, chat rooms, message boards, etc...

I have read and agree to the terms described in the Marketing Release of Information Declaration.

Yes _____ No _____

Signature of Property Owner

Date

LEASEHOLD IMPROVEMENTS PERMISSION

Only applicable to applicants who do not own the property their business is located in:

I _____, agree to allow _____
Name of Property Owner Name of Applicant

to execute leasehold improvements described in the schematic design or construction drawings cost estimates listed in the Business Revitalization Grant program application. I understand that any improvements made to my property might result in a property tax increase. I also understand that any improvements to the building must adhere to any local and state zoning guidelines.

I am also aware that any dollars spent in leasehold improvements to my property can be considered taxable income and will need to be disclosed for tax purposes.

Signature of Property Owner

Date