

Salina Downtown, Inc.

Development Incentives | Façade Improvement Programs

Funded annually by a grant from City of Salina, Salina Downtown's Façade Improvement Program encourages preservation of the Business Improvement District's existing architectural heritage. The Façade Improvement Program provides matching funds for exterior renovations and/or new construction costs to property owners or Business Improvement District tenants.

Because the Façade Improvement Program provides partial reimbursement, the property owner or business owner may obtain additional financing from any source. Design plans reviewed by the City of Salina and/or the Design Review Board are subject to their approval.

Applicants select the type of funding appropriate to their project: a **mini-grant** (for projects up to \$3,499) or a **forgivable loan** (for projects up to \$15,000).

If a single-owner commercial building has a multi-tenant building, the tenant of each separate unit with an individual storefront façade and an independent ground floor entry is eligible to receive Façade Improvement funds. Total façade funds cannot exceed \$15,000 per unit or \$30,000 for the entire building. If the owner or tenant of a building occupying more than sixty (60) feet of storefront applies for façade funding, the SDI Board may award additional funds at its discretion. A building is eligible for one mini-grant or forgivable loan per year.

Facade Program funds are disbursed after completion of project, approval of work performed by a final City inspection, and submission of a final report form to the SDI Executive Director (including copies of paid invoices for approved expenses).

Forgivable loans require a signed agreement to maintain the building's funded improvements as rehabilitated for a period of at least three years in the form of a lien against the property in an amount equal to the reimbursement amount. This property lien will be subordinate to liens of other lenders. The grantee shall agree to own/occupy the property for a period of three years after the execution of this agreement. The applicant agrees to repay to Salina Downtown Inc. a sum of money equal to one-thirty sixth (1/36) of the amount of the loan for each whole month remaining prior to expiration of the three year period. The agreement shall be filed with Saline County Register of Deeds and transferred upon sale of the property.

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MINI GRANT GUIDELINE

Façade Mini Grants are designed for small-scale exterior renovation projects within the Business Improvement District. Projects approved for façade funds must comply with all applicable City of Salina codes and ordinances. All projects must obtain a building permit when required by City Code and may require site plan approval by the Salina Planning Commission and the Design Review Board.

Eligible Applicants

Owners and/or tenants of structures located within the Business Improvement District, whose Business Improvement District Service Fees are current, may apply for Façade Improvement funds. Partner nonprofit organizations whose principal location is within the Business Improvement District boundary are also eligible to apply for DIP funds. Preference will be given to Business Improvement District Service Fee paying members.

Eligible Buildings

Any existing or proposed commercial building located within the Business Improvement District is eligible for Façade Improvement funds.

Available Funds:

Maximum single project award \$3,499.

Matching Requirement:

All applications are competitive and require a minimum cash only match of \$2 private investment to \$1 Façade Improvement grant funds. In-kind contributions will NOT count toward the required match.

Eligible Use of Funds: Exterior improvements only. Projects may include but are not limited to:

- Building expansion
- Vacant building redevelopment
- Facade renovation and restoration (emphasis on removal of metal siding and metal awnings) and/or replacement with new coverings or roll-ups
- Work complying with Salina Downtown Design Guidelines, contingent on Design Review Board approval

Ineligible Use of Funds:

- Signage
- Projects with no minimum 2:1 match
- Projects outside the Business Improvement District boundaries
- In-kind labor of property/business owners
- Interior renovation costs

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APPLICATION REQUIREMENTS:

1. Project application
2. Project description
3. Project schedule
4. Budget worksheet
5. Photos, drawings and/or plans. (See Application Checklist and Budget Worksheet)

Selection Criteria: Projects are judged on individual merits and components. The following criteria will serve as the basis of consideration:

- Ratio of matching funds to private investment (minimum 2 to 1). Additional consideration given to applicants providing more than the minimum match requirements
- Projects creating new businesses and/or additional employment in downtown will receive additional consideration or priority.
- Project's compatibility with Salina Downtown Design Guidelines

Approval: Applications are subject to review and approval by the Façade Program Review Committee with final approval of the Salina Downtown, Inc. Board of Directors. The Façade Program Review Committee includes two members of the SDI Business Support and Recruitment Committee, one SDI Board member, one Design Review Board member and one member appointed by the Salina City Commission. Applicants will receive a notification letter of the Review Committee's decision.

Additional Requirement: All projects awarded grants must be completed within one calendar year from the official date of the award notification letter.

APPLICATION DEADLINE: Completed applications are accepted quarterly as follows:

| Application Dates | Award Notification Dates |
|-------------------|--------------------------|
| March 11, 2019 | March 18, 2019 |
| June 10, 2019 | June 17, 2019 |
| September 9, 2019 | September 16, 2019 |
| December 9, 2019 | December 16, 2019 |

Application forms are available from Salina Downtown, Inc. (SDI), 120 West Ash Street, Salina, KS 67402-1065 or online at salinadowntown.com

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Exterior Improvement Mini-Grant Application

Business Address _____

Business Name _____

Business Owner (Contact) _____

Phone _____ e-mail _____

Property owner _____

Property owner mailing address _____

Property owner phone _____ e-mail _____

Primary contact for this application _____ business owner _____ property owner

TOTAL PROJECT COST \$ _____

DIP Amount Requested \$ _____ (Maximum request \$3,499)

TOTAL Private Match \$ _____

What is the ratio of the private investment to grant request? _____ 2 _____ : _____ 1 _____
(Minimum \$2 private: \$1 grant)

ADDITIONAL REQUIREMENTS

- Complete and attach the following items:
- Project description and timeline (including drawings and/or plans)
- Budget worksheet
- Photographs of the existing building

Applicant signature _____ Date _____

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Project Description:

Will this project:

- (a) Serve an existing or a new business?
- (b) Positively contribute to the downtown district's commercial development?
- (c) Has the property been the subject of a prior BID façade grant?
- (d) Has the property been completed or will the project begin within the next six months?
- (e) Are the façade grant funds used entirely for the façade?
- (f) Has the applicant received façade grant funds for a different property? If so, were program requirements fulfilled (meeting the one-year timeline, the three-year forgiveness requirement)
- (g) Increase employment?
- (h) Involve interior renovation? Interior costs are not eligible for reimbursement and may NOT be used as match. If necessary, attach additional page or use reverse.

Project time line. Outline the proposed time schedule for the project (be specific). Keep in mind that the project must be completed within one calendar year of the award. If necessary, attach additional page or use reverse.

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BUDGET WORKSHEET

Include the proposed line item expenses for the project showing the amount of investment and the amount of requested grant funds to be applied to the specific expenses. Budget should be broken down to include each expense by line item.

| EXPENSE DETAILS | APPLICANT FUNDS | SDI MATCH | TOTAL |
|-----------------|-----------------|-----------|-------|
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| PROJECT TOTAL | | | |

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Exterior Improvement Mini-Grant Application (continued)

APPLICATION CHECK LIST

- _____ Application form
- _____ Project description
- _____ Project timeline
- _____ Budget worksheet
- _____ Photograph(s) of the existing building

SUPPLEMENTARY REQUIREMENTS

- _____ Confirmation that Business Improvement District service fees are current
(at the time of the application and before funds are disbursed)
- _____ Professional contractor cost estimates of improvements
- _____ Design sketch (color choices and materials to be used)
- _____ Written approval from building owner if the applicant is a tenant