

Application for Lake Mills Main Street Program Façade Improvement Grants

Purpose

Façade Improvement Grants provide matching funds to stimulate improvements of downtown commercial or mixed-use buildings. The program provides financial and design assistance to business and property owners interested in renovating the façades of their buildings.

Applicants

Property owners and lessees may submit an application for grant. Applying lessees must submit written approval from the owner of their property along with their lease agreement.

Eligibility Requirements

All commercial or mixed-use properties located within the Lake Mills Main Street District (see attached map) are eligible for this program except for publicly owned properties and religious institutions. All taxes on the property must be current. Grants are limited to one per 12 month period per property owner or lessee.

Properties on or eligible for the National Register of Historic Places shall conform to the Department of Interior Standards for Rehabilitation and local landmark requirements.

Eligible Expenses

Grants provided by this program shall only be used for exterior repairs and renovations. Eligible expenses include, but are not limited to, the following:

- ❖ Façade design
- ❖ Paint
- ❖ Awnings
- ❖ Doors and entrances
- ❖ Lighting
- ❖ Masonry repair, tuck pointing and cleaning
- ❖ Window repairs or replacement
- ❖ Other building materials
- ❖ Landscaping
- ❖ Signage
- ❖ Professional labor costs

Ineligible Expenses

The following expenses are not reimbursable under the grant program: roof repairs, tinted windows, vinyl awnings, electric signs, security systems, paving, land acquisition, equipment, furnishings, logo design or branding, vinyl windows, inventory or operating expenses. **Any renovations completed prior to receiving final approval of grants funds and any renovations not approved by the Design Committee are also ineligible.**

Design Standards

The Lake Mills Main Street Program Design Guidelines will be the standards used by the Design Committee when reviewing proposed projects. These guidelines are available at the Lake Mills Main Street office or on our website www.lakemillsmainstreet.org.

Grant Terms

Grants made under this program shall range from \$500 to \$5,000 per building, and cannot exceed 50% of the project's total cost. Grants will only be given to project with a minimum investment of \$1,000 per building. The Design Committee reserves the right to offer grants anywhere within the range based on need and physical impact of the project. Grant applications will be reviewed monthly; applications are due the first of each month. Awards are dependent on the amount of available funds.

Grant recipients agree to place a "Lake Mills Main Street Revitalization Project" sign at the construction site and/or storefront window during the time of the improvements and 30 days following the completion of the project.

Application Process

1. Applicant must complete the grant application. Applications are available at the Lake Mills Main Street office or on our website www.lakemillsmainstreet.org.
2. Applications should be submitted to the Executive Director for review to determine that all information is complete and accurate.
3. The Design Committee meets on a monthly basis and will review all new applications.
4. Projects that meet the Lake Mills Main Street Design Guidelines and are approved by the Design Committee will receive a letter of intent from the Lake Mills Main Street Program that commits them to provide the grant money once the project is complete.
5. Downtown Design District requirements, lighting requirements and sign regulations of the City of Lake Mills must be followed. Applicants receiving approval must also receive city approval before beginning a project. Previously approved project plans must be modified due to local ordinance requirements. The grant application may need to be re-approved by the Design Committee before beginning the project.
6. Applicants receiving approval must sign an agreement with the Lake Mills Main Street Program prior to starting the work.
7. If the project is not approved, the Design Committee will explain in writing the reasons for rejection and steps necessary to receive approval.
8. Any changes to the approved plan must be submitted in writing and approved by the Design Committee prior to work being completed. Should an applicant deviate substantially from the approved plan, the Lake Mills Main Street Program reserves the right not to release the grant money.
9. Upon completion of the finished project, the Executive Director and the Design Committee will review the completed work.
10. When all conditions are met under the Grant Award and Reimbursement section, the applicant will receive a Certificate of Completion, along with the grant check.

Grant Award and Reimbursement

Certificates of Completion will be issued when the following conditions are met:

- All work completed follows the approved plan
- All work has been completed within the agreed upon timeframe
- Documentation from applicant that all permits required by the City of Lake Mills' building and zoning codes have been met
- Documentation from applicant of matching investment

Once the above conditions are met, the applicant will receive a Certificate of Completion indicating that the applicant has acted in good faith and has completed the project satisfactorily. The Lake Mills Main Street Program will then release a check payable to the applicant for the agreed upon amount.

Lake Mills Main Street Façade Grant Application

Name of Applicant _____

Mailing Address _____

Phone Number _____

Alternate _____

Email Address _____

Address of Property _____

Does the applicant own the project building? Yes _____ No _____
(If No, please attach written approval from the owner)

Owner of Property (if different than above) _____

Owner's Address _____

Phone No. _____

Will you be using the services of a design consultant? Yes _____ No _____

Are you interested in receiving free design assistance for this project?
Yes _____ No _____

Do you intend to apply for Historic Preservation Tax Credits for this project?
Yes _____ No _____

Please describe the work you propose to do for this project. (Attach a separate sheet if necessary.)

Please list the major components for this project, contractors who will be doing the work, and estimated costs.

| Item | Contractor | Estimated Cost |
|------|------------|----------------|
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What is the total estimated cost for this project? _____

Proposed starting date _____

Proposed completion date _____

The following items must be provided along with the application:

- Copy of a historic photo of the building, if available
- Copy of a recent photo showing the building's current condition
- Designs showing alterations, colors, changes or improvements being proposed
- Copies of written cost estimates from contractors
- Copy of paid property tax bill from prior calendar year
- If applicant is a lessee, written approval from the property owner and a copy of the lease agreement

The applicant affirms that the information submitted is true and accurate to the best of their knowledge and have read and understand the terms of the Lake Mills Main Street Façade Grant Program.

Applicant _____

Date _____

Property Owner _____

Date _____

(If applicant is a lessee)