

Seymour Main Street Façade, Awning and Signage Grant Program

PROGRAM GUIDELINES

Purpose

The purpose of the Seymour Main Street Façade, Awning and Signage Grant Program is to provide financial incentive grants to building owners or commercial tenants located within the Seymour Main Street District. The incentive grants are funded through a grant from the City of Seymour Redevelopment Commission and administered by Seymour Main Street and the Community Foundation of Jackson County. Restoration of individual façade, awning purchases and new signage improves the visual appearance of the entire downtown, which is critical both to the success of individual businesses and to the economic health and vitality of the district and Greater Seymour as a whole.

Grants Available:

Façade Grant: The program will provide a matching grant for projects up to \$10,000 (\$5,000 grant). Maximum grant per project is \$5,000. Loan funds would qualify as matching funds if the applicant is determined eligible.

Awning Grant: The grant will provide 50% of cost or a maximum of \$1,000 whichever is less. The awning grant can be used in conjunction with the Façade grant program. The grant is available to downtown commercial property owners or commercial tenants.

Signage Grant: Like the awning grant, funds will be available for 50% of cost or a maximum of \$500, whichever is less. Grant is available to downtown commercial property owners or commercial tenants. Electronics signs are not eligible as part of the grant or loan program. Signs purchased as a part of this program will be required to be placed parallel to the front of building. The signage grant can be used in conjunction with the Façade and Awning grant program. The grant is available to downtown commercial property owners or commercial tenants.

Main Street's grant funds must be repaid in an amount and manner described below if any of the following events occurs during the 24-month period immediately following completion of the approved project:

- A. The benefited property is sold or otherwise conveyed by the owner to another individual or entity; or
- B. The business located in the benefited property ceases operation; or
- C. Seymour Main Street becomes aware that the applicant made false or misleading statements in the application which were material in making the grant; or
- D. The applicant becomes insolvent.

Seymour Main Street shall give written notice to the applicant upon determination that one of the forgoing events has occurred, in which case repayment shall be made to the City in 12 equal monthly installments of principal only beginning on the 1st of the

month next following the date of the notice and continuing on the 1st day of each month thereafter until repaid in full.

For repayment triggered by reasons set forth in subparagraph C above, the full amount of the grant shall be repaid to the City. If no notice of repayment, as above described, is given to the applicant within the 24-month period after project completion, then the grant shall be deemed forgiven.

Pending forgiveness of the entire grant or, pending full repayment of the grant, the grant shall be secured by a mortgage upon the benefited premises given by the owner in favor of Main Street at the time of grant approval, which shall be subject to foreclosure upon default in making a required payment. A mortgage shall not be required if applicant has only a leasehold interest in the benefited property.

Program

Businesses or property owners interested in applying for a grant must meet the following criteria:

- The business or owner must be located within the boundaries of the Seymour Main Street District. The district boundaries include Pine St. to Broadway St. between 5th St. and Bruce St.
- The business or owner must fill out a complete application detailing plans for the proposed renovations.
- The applicant will agree to comply with all local land use laws as well as any local or state laws pertinent to the project.
- Grant will be awarded to grantees upon completion of the project.
- Applications must meet one of the eligible project categories to be eligible for consideration.
- Projects cannot have started prior to a grant award.

All applicants that meet the above criteria will have their applications reviewed by the Seymour Main Street Economic Restructuring Committee. Any projects undertaken before receiving approval from the Committee will not be eligible for a grant.

Eligible Projects

Eligible applicants for façade renovation and/or restoration grants include building owners of commercial buildings in the defined Main Street District. In addition, only the principal structure of a property is eligible. No outbuildings or accessory buildings such as garages and barns shall be eligible.

Examples of eligible projects:

- Signage (additional or removal)
- Awnings (addition or removal)
- Exterior Painting

Tuckpointing
Replacement of architectural detail

Examples of ineligible projects:

Electrical work (except related to signage)
Installation of inappropriate materials
Interior improvements
Replacement of transom glass
Removal of aluminum "slipcovers"
(aluminum siding, mansard roofs, etc.)
Window repair and replacement
Window display (merchandising)
Cleaning

All of the above façade improvements must be in keeping with the architectural or historical characteristics to ensure compatibility with the existing downtown, helping to create a uniform and coordinated streetscape which is attractive and functional. Buildings with multiple retail stores are only eligible for one (1) façade grant per year.

Review Criteria

Projects including historic buildings in danger of being lost, in part, or in total, to disrepair shall have priority for funding. This may include properties listed on the state and/or national registers of historic places or properties with historical, architectural or cultural significance. In addition, vacant properties where façade improvements would reduce the perception of downtown decay shall also receive high consideration for funding. The following criteria will be used in reviewing applications:

- Project will create or expand a business
- Project will sustain jobs or create new jobs
- Aesthetic impact of the renovation
- Degree of the improvement(s) capitalize(s) on building's architectural assets
- Degree of historical integrity of renovation plans
- Other building improvements completed beyond those funded
- Proposed renovation will stop serious deterioration of the building's facade

The Seymour Main Street Economic Restructuring Committee will review all applications against these criteria. Funds are being provided by the City of Seymour Redevelopment Commission and are limited. The Committee will carefully examine applications to determine which projects will most contribute to the overall improvement of Downtown buildings. Not all projects that apply may receive funding.

Grant Application Instructions and Review Process

A complete application must include the following:

1. A completed application form including a detailed description of your project
2. If your project requires, provide architectural plans, design sketches or site plans (illustrating all proposed work on the building).
3. A project cost estimate

The more detailed information and renderings submitted, the better your chances are for a successful review.

Application Submission, Review and Grant Award

1. Submit a formal application to Seymour Main Street Grant Program, Greater Seymour Chamber of Commerce 105 S. Chestnut St., Seymour, IN 47274. If you have any questions about the application process, please contact Sue Wilgus, Seymour Main Street Executive Director, at 812-525-1422 or Bill Bailey, Chamber President, at 812-522-3681.
2. The Main Street Economic Restructuring Committee will review the application to insure consistency with the Program Guidelines.
3. The Main Street Economic Restructuring Committee will make a formal decision within (30) days of receipt of the applications.
4. The Main Street Economic Restructuring Committee will notify the applicant(s) of all grant awards.
6. Façade grant projects shall be completed within 6 months of the signed grant award.
7. Prior to the funding of grants, any changes to the scope of work or completion date must be reviewed and approved by the Main Street Economic Restructuring Committee.
8. Prior to processing grants reimbursement, a representative of the Committee will perform a site visit and review of the completed project for completeness and quality of work.
9. All receipts must be submitted simultaneously to receive grant reimbursement.

Timeline for the Seymour Main Street Façade, Awning and Signage Grant Program:

June 24th, 2011 Grant Application with all attachments must be submitted
June 29th, 2011 Main Street Economic Restructuring Committee meets to allocate grants
July 1st, 2011 Grants awarded and work may begin
December 16th, 2011 Last day for consideration of extension for completion of work
December 30th, 2011 All improvements must be completed and invoices submitted

