



**DOWNTOWN REVITALIZATION INCENTIVE PROGRAM
APPLICATION FORM**

This application must be completed by any property owner or business owner who intends to apply for assistance from the Downtown Revitalization Incentive Program. Please use additional sheets of paper to elaborate on any information requested in the application.

Qualifications:

To apply for the Downtown Revitalization Incentive Program, you must meet the following qualifications:

- **Own or rent property for commercial use in the Downtown Revitalization District.**
- **If renting property, tenant must provide written approval from the owner of the property with completed application.**
- **Each separate business is eligible to apply. (Example: If John Smith owns three separate businesses in the Downtown Revitalization District, he is eligible to apply for each of those businesses.)**
- **You may apply for this program after each successful application every three years for the duration of the program.**

Name of Applicant/Business

**Mailing Address, Project Address,
Telephone Number**

Fax Number

E-mail Address

What Program(s) are you applying for? (only one Commercial interior grant and one Exterior façade grant allowed per project and per applicant)

Exterior façade grant: _____
Commercial interior grant: _____

Program Category	Brief Description	AMOUNT REQUESTED
Commercial Interior Grant	\$5.00 per Square Foot; Need to Know the Square Footage being worked upon. Maximum Grant \$7,500. Only one grant per project and per applicant.	\$ _____
Exterior Façade Grant	50% of Project Cost, Up to \$7,500.00 Dollars Only one grant per project and per applicant.	\$ _____

Total Project Cost (all programs applied for)	\$ _____
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What is (are) the existing use(s) of the building?

Describe the Proposed Project(s). If you have applied for funding in more than one category, please explain the project for each category (be specific).

Proposed use (in detail).

Brief description of business plan:

Proposed improvements with itemization of costs.

Any professional architects, designers, or decorators involved?

Proposed structural changes, if any (in detail).

Submittal Check List: (MUST be complete or application may be denied)

- _____ Drawings, photos, plans, etc. of the building, which illustrate all proposed work. This includes any structural work or repair, paint, colors, signage, etc.

- _____ At least one itemized third party bid/quote for each project. If property owner is affiliated with a qualified contractor/company, that company may bid on the project. However, another third party quote is required for comparison purposes.

- _____ Information on methods and materials to be used.

The undersigned applicant affirms that:

- The information submitted herein is true and accurate to the best of my (our) knowledge.
- I (we) realize and understand the conditions of the Downtown Incentive Program and agree to abide by its conditions and guidelines.
- I (we) understand that all work completed on the project must follow the description of approved methods and materials listed in the above section. Any variance from the agreed upon procedure, without prior approval, may result in forfeiture of any funds for which I may have qualified.
- I (we) have, to the best of my (our) ability, attempted to follow the aesthetic and preservation-based guidelines set forth by the Downtown Revitalization Incentive Program in the planning of my (our) project.
- I (we) understand that any funds this project qualifies for will only be disbursed by the City as a reimbursement after the project is complete. All expenses must be documented and submitted to the program committee at project completion.
- I (we) understand that the Incentive Program is based on **actual** project costs. Therefore, if the project costs less than the total approved by the City, my (our) reimbursement will lessen accordingly. However, if the project goes over budget, the Incentive Program reimbursement will not exceed the approved total.
- Approval or denial is at discretion of City Review Committee.

The undersigned applicant agrees to comply with the requirements of this program as outlined in the Downtown Incentive Program Guidelines and Application.

Signature of Applicant	Date
Signature of Co-Applicant	Date

Approved by Review Committee?	Yes	No
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The City of Prairie City Downtown Façade and Commercial Interior Improvement Program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible buildings. Reimbursement grants are provided to owners or tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of the downtown. Grants are available to make certain improvements to a building's façade and Commercial Interior.

ELIGIBLE FAÇADE IMPROVEMENTS

- Exit doors (exterior). Installation, repair, and replacement of exit doors and hardware which face public roadways, meet current building and fire codes, and/or improve the overall appearance of the building.
- Painting. Painting of the exterior surface of the buildings. Painting of brick surfaces is not desirable.
- Shutters and Awnings. Repair, replacement, or addition of exterior shutters and awnings (exceptions: backlit and/or plastic awnings are not eligible for funding).
- Signs. Repair and replacement.
- Stairs, Porches, Railings, Exits. Repair and replacement (including installation) of exterior stairs, porches, railings, and exit facilities.
- Walls. Repair and rebuilding of exterior walls, including cleaning, sealing, tuckpointing, painting, etc.
- Windows. Repair of frames, sills, glazing, replacement of glass, and installation of new windows.
- Cornices. Repair or construction of cornices in order to replicate building's original façade.

ELIGIBLE COMMERCIAL INTERIOR IMPROVEMENTS

- Floors. Installation, repair, and replacement of floors.
- Ceilings. Installation, repairs, and replacement of Ceilings
- Walls. Installation, repair, replacement, and demolition of walls.
- Preservation. Preservation of historic elements appropriate to the design of the interior.
- Mechanical. Upgrading/retrofitting mechanical systems and electrical wiring.

The following items are not eligible for reimbursement grants under the Façade Improvement Program or the Commercial Interior Improvement Program:

- Any work commenced prior to execution of a Façade Improvement Agreement;
- Building permit fees and related costs;
- Exterminations of insects, rodents, vermin, and other pests;
- Sidewalks;
- Title reports and legal fees;
- Acquisition of land or buildings;
- Air conditioning and heating units;
- Elevator repair or installation;
- Architect work, to include drawings.