

Business Improvement Grant Program

Marceline, Missouri



Managed by:

Marceline Industrial Development Authority

Table of Contents

- I. Program Description Guidelines**
- II. Limitations**
- III. Eligible Improvements/Rehabilitation Costs**
- IV. Exceptions**
- V. Administration/Procedures**

Appendix A: Grant Application Form

Appendix B: Sample Approval Letter for Application

I. PROGRAM DESCRIPTION

The Marceline Business Improvement Grant Program is a building facade improvement program designed to provide rehabilitation grants to owners of commercial property and businesses located within the boundaries of the Marceline Downtown Foundation District bordered by the Santa Fe Railroad, Santa Fe Street, Chestnut Street and Gracia Street. In addition, any business located adjacent to those streets, i.e., Prenger Foods, Oldham Monument, Sports Zone.

The central purpose of the program is to improve the attractiveness and commercial appeal of the targeted area. Leveraging private investment for improvements is a major component of this objective. The Program is designed to complement and support existing and on-going planning efforts of the City and the community. This Program offers an incentive to owners of commercial property and businesses located within this area.

The Program is funded and managed by the Marceline Industrial Development Authority (MIDA).

Grants will be awarded per building. **The maximum grant per building will be \$1,000.00 or 50% of the total eligible project costs, whichever is less.** For example, if a total project cost is \$1,200, MIDA's reimbursed share would be \$600 and the business would contribute \$600 of their own funds. If a total project cost is \$2,200, MIDA's share is \$1,000 and the business would contribute \$1,200 of their own funds. In kind donations (labor, etc.) do not count toward the applicant's match.

II. LIMITATIONS

- (1) Only one grant will be awarded per building per year. If a building receives a façade reimbursement, that property will not be eligible for another façade reimbursement for the rest of that fiscal year and for the next fiscal year.
- (2) Project applications will be available on March 1. Applications may be hand delivered to the IDA director or mailed to Marceline Industrial Development Authority, c/o Marceline IDA Grant Committee, P.O. Box 332, Marceline, MO 64658. All applications must be postmarked or received in hand no later than April 1.
- (3) Businesses that have a valid tax ID number, are current on their taxes, and possess a current business license can apply. Nonprofits and governmental entities are not eligible.
- (4) The Program reserves the discretion to accept, reject or modify any application.
- (5) Grant reimbursement is limited to labor and material for eligible cost items. Businesses are encouraged to use local vendors and contractors if available.
- (6) Improvement plans are subject to approval from the Board. To be eligible for reimbursement, **no work may be performed until approved** by the Board. Work that has commenced prior to this approval is not eligible.
- (7) Marceline IDA members and the director are not able to apply for the grant due to a conflict of interest. If an MIDA member is affiliated with an application, they will not participate in the board approval conversation and will abstain from the vote.

III. ELIGIBLE IMPROVEMENT/REHABILITATION COSTS

Permanent facade features on the commercial structure are eligible for program assistance. All improvements must be visible from the street and comply with the City of Marceline ordinances.

Eligible improvements include:

- Masonry Repairs
- Exterior Painting
- Awnings and Attached Signs
- Window and Door Replacement
- Lighting and Electrical Needs
- Landscaping
- Parking lot repairs or re-surfacing when visible from public right of way
- Curb and sidewalk repair and installation if visible from public right of way
- Fencing installation and repairs (excluding chain link and wood privacy fences)
- Roof repairs if visible from public right of way
- Replacing, repairing and removing signage subject to Board approval
- Handicap Accessibility
- Wall murals and public art visible from the public right of way

Improvements excluded from the program include those not visible from public right of way and those not consistent with the overall building improvement.

IV. EXCEPTIONS

The Board reserves the right to accept, reject or request modification to any application. Project applications will be received/reviewed by the Board after the April 1st deadline. Once the \$10,000 grant program allotment is reached, the application process will close.

V. ADMINISTRATIVE PROCEDURE

PROCESS STEPS:

(1) APPLICATION

The Marceline IDA may arrange to meet with the applicant in order to fully explain the program. Marceline IDA will explain that the program is a one-time benefit and, therefore, urge the applicant to think comprehensively so that all aspects of improvement to the facade are addressed. Improvements **must not be started** until approval of the applicant's design plan has been approved by the Marceline IDA, when applicable.

- The applicant completes an Application Form (provided by Marceline IDA)
- Completed application will be reviewed by Marceline IDA for approval

(2) DESIGN REVIEW

(a) Applicant should have assembled his/her improvement plans and specifications in as much detail as possible.

(b) Applicant shall pull all required permits for plans and if they are required for review under

the City's ordinances then the applicant will do so.

(c) Marceline IDA may schedule a Design Review meeting to consider and review the applicant's improvement plans.

The intent of the Review meeting is for the applicant to openly discuss the details of his/her improvements with the neighboring businesses, so that the style and type of improvement will be acceptable to the standards of the community.

(3) APPROVAL TO PROCEED

Following the Review meeting or meetings, the following steps will be followed in order for an applicant to receive an approval letter from Marceline IDA.

- Marceline IDA will provide an approval letter, which precisely delineates the improvements the applicant proposes to make. This letter must include all improvements to be performed, both the eligible improvements and any non-eligible but required improvements. (Appendix D)
- The applicant will sign and date a copy of the approval letter and return to Marceline IDA at which time the approved work can begin.

(4) MODIFICATION

Modification to a project, once approved, requires Marceline IDA to review modification request.

(5) PAY REQUEST

The applicant has until November 30th in which to complete the improvements. Following completion of the improvements, the Property or Business owner will submit documentation to Marceline IDA who will then perform a review of work completed for processing the Grant reimbursement. Documentation is required for all eligible work for which reimbursement is being requested, and shall include the following:

- Copy of signed contract or agreement between business owner and contractor.
- Copy of invoice for work performed by contractor.
- Photograph of work completed.
- Proof of Payment

APPENDIX A

**FACADE GRANT PROGRAM
APPLICATION**

ADDRESS OF FACADE IMPROVEMENT: _____

APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S TELEPHONE NO.: _____

BUSINESS NAME: _____

Property Owner Information

• NAME: _____

• MAILING ADDRESS: _____

• E-MAIL ADDRESS: _____

• TELEPHONE NO: _____

ATTACH DETAILED DESCRIPTION AND BIDS OF WORK TO BE DONE.

I UNDERSTAND THAT MY PARTICIPATION IN THE PROGRAM IS CONDITIONAL UPON APPROVAL OF MY PLANS AND SPECIFICATIONS BY THE MARCELINE INDUSTRIAL DEVELOPMENT AUTHORITY, THAT PAYMENT OF THE GRANT IS CONTINGENT UPON CERTIFICATION BY MARCELINE IDA OF THE SATISFACTORY COMPLETION OF ALL IMPROVEMENTS IN ACCORDANCE WITH SUCH PLANS AND SPECIFICATIONS, AND THAT MARCELINE IDA RESERVES THE DISCRETION TO ACCEPT OR REJECT ANY APPLICATION.

Signed: _____ Dated: _____

Property Owner