



Small Business Façade Improvement Program 2015 Application

Thank you for your interest in the Small Business Façade Improvement Program, a product of *Fostering Commercial Urban Strategies (FOCUS)* at Local Initiatives Support Corporation (LISC). The intent of the façade program is to jumpstart retail and commercial development by supporting quality improvements to storefronts and commercial facilities in urban neighborhoods throughout Indianapolis. The following information outlines the details of the program and includes the application.

Eligible applicants: Any building owner or tenant of a building located in Marion County is eligible to apply. All applications from building tenants require the signature and approval of the building owner.

Eligible projects: Any improvement to primary front-facing commercial facades is eligible, such as attached signage and building entrances, including but not limited to: doors, windows, signage, awnings, brick, stone, wood, or other building surface material.

Ineligible projects: Site improvements such as parking lots, paving, raised planters and planting areas, street trees, detached signage, fencing and railings, and improved pedestrian amenities including sidewalks, benches or bike racks are ineligible. Roof repairs and new construction projects are also ineligible. Grants cannot be used retroactively for building improvements already completed. Properties that are solely apartment rentals are ineligible. All related construction and improvements to be supported by the program must occur after the grant has been awarded.

Application: The Building Application Form below must be completed by each building owner or tenant requesting a façade grant and then returned to LISC electronically, along with the required supplementary application documents, to include:

- 1) Detailed construction estimate(s) for the proposed work (include permitting fees)
- 2) Detailed project budget
- 3) Drawings of the improvements to be completed (if available)
- 4) Proof of financial ability, and
- 5) Photos of the building in jpeg format

Applicants are encouraged to seek assistance from their relevant area nonprofit development corporation when completing and reviewing the application, as this partnership will be necessary to complete the grant process. If assistance is needed to find or contact your nearest area development corporation, please contact the LISC office at smallbiz@lisc.org.

Selection Process: An independent review panel juries the awards. Prioritization is given to façade improvements based on the following accumulated criteria:

- Project location, with priority given to distressed neighborhoods and struggling corridors
- Benefit to small business owners
- Impact to the front-facing façade of the proposed building (quality design is valued)
- Support of minority, veteran, or women-owned enterprises
- Potential for job creation
- Complementary area investments and vicinity of other LISC programs such as our targeted Quality of Life Neighborhoods, Great Places and FOCUS districts (Learn more at www.liscindianapolis.org)

Design Assistance: Pro-bono architectural assistance is available on a competitive basis, which may include access to services such as drawings and floor plan sketches, property investigation and construction cost analyses. Applicants should clearly indicate whether they would like to be considered for the design assistance. Architectural drawings and other design-related support materials will be requested from most applicants. A pre-application meeting with a design or architectural firm and the area community development organization may be required.

Grant Awards: The Façade Improvement Program will **reimburse up to 50%** of the total project costs **upon full completion** of the approved renovation. The maximum contribution awarded per address is \$20,000. Some awards are sourced from publicly-funded dollars, and will require additional compliance and procedures related to the grant process.

Federal Regulations and Compliance: All projects whose total costs are in excess of \$2,000 must be prepared to comply with the Federal Davis Bacon rules, including prevailing wage requirements. Guidance will be provided to awardees to assist with this process.

Receiving the grant: If awarded, LISC underwrites a grant agreement for the recipient together with the relevant area nonprofit development corporation, who will administer the grant funds and process. An initial meeting with LISC, the neighborhood organization, and the award recipient will be required to finalize the responsibilities of all parties. The award recipient is required to give regular updates throughout the construction process. After the project is complete to satisfaction of all parties, and only upon receipt of proof of payment documentation (paid invoices and cancelled checks), the neighborhood organization will issue the matching funds to the award recipient on behalf of LISC.

Applications will be accepted on a rolling/monthly basis:

	Deadlines
Application deadline:	Applications will be received at any time; Applications received after September, will be considered for the subsequent calendar year
Award Announcements:	Award announcements will be communicated within 60 days of submission of a <u>fully</u> submitted application
Project Completion:	No later than December 1, 2015

Timeline: Once awarded, projects typically follow the below sequence in order to complete the project and receive the reimbursement of funds:

- Award communicated
- Meeting with LISC and the neighborhood to review program criteria, finalize designs and scope of work
- Vet project with relevant public departments for any necessary reviews (each project will differ)
- Bid project
- Select contractor(s)
- Pull permits and order materials
- Begin construction
- Complete project and conduct final “post construction” meeting for sign off
- Paperwork submitted/Grant Reimbursement Completed

Address questions and return completed application electronically to: smallbiz@lisc.org or call 317-454-8488 with questions.

2015 Small Business Façade Improvement Program Application Form

CONTACT INFORMATION

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
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Attachments:

- Itemized formal estimate(s) of work to be completed
- Project budget reflecting all revenue sources and expenses (designate which budget items would be paid for with the grant funds)
- Proof of financial ability to match grant funds (must provide most recent bank statement or signed letter from bank on letterhead)
- Copies of planned designs and drawings (if available)
- At least 2 photos of building emailed in JPEG format emailed to smallbiz@lisc.org

BUSINESS INFORMATION

Property Address:	
Tenant Name:	
Tenant Email Address:	Tenant Contact Phone:
Federal ID of Building Tenant:	Lease Expiration Date:

BUILDING & PROPERTY INFORMATION

Building Owner Name:	Federal ID# of Building Owner:	
Building Owner Mailing Address:	City/State:	Zip:
Owner's Email Address:	Owner's Phone:	
Current Use of Building:	Number of Businesses Located within Building:	
Total Square Footage of Building:	Estimated Square Footage of Improvements:	
Zoning of the property:		

Have area neighborhood groups been consulted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Neighborhood Contact: _____
Is Pro-Bono Design Assistance Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If No, please provide design/architectural consultant contact: _____
Are the Property Taxes Current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Taxes must be current
Is Property Within Designated Historic District?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, project will need approval from Historic District
Is there any structural damage to the building?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, building must be inspected prior to work
Have any City/County Violations been filed against Property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please explain: _____

PROJECT INFORMATION

Please Give Brief Description of Proposed Work (expand this space as needed or attach another page):

Please Describe the Community Impact of this Project as it relates to the Program Priorities listed on page 1 above (expand space as needed):

Grant Requested: \$ _____	Date of Application: _____
Total Estimated Cost of Improvements: \$ _____	Source of Cost Estimate: _____
Building Owner Signature (if Tenant is Applying): _____	Applicant Signature: _____