



# Business Improvement Grant Guidelines

## STATEMENT OF PURPOSE

The Kimball Business Grant is intended to provide financial assistance for businesses or organizations located within the corporate limits of the City of Kimball to improve, update, or upgrade permanent exterior and interior infrastructure in order for the building to adhere to health, safety, sanitation, energy efficiencies, or other code related issues. The Business Grant is also intended to improve the exterior appearance of buildings. The Purpose of the LB840 Loan and Grant Program is to create jobs, retain existing jobs, contribute to sales tax base, contribute to the property tax base, and to provide essential products or services.

## FUNDING

This program is administered by the City of Kimball Economic Development Department. For general funding guidelines in regards to the City of Kimball Economic Development Plan, please refer to Section VIII Section A in the Economic Development Plan handbook. Funding is available for improvements to commercial buildings owned or leased by businesses located in commercially zoned areas of Kimball, Nebraska with a funding priority being given to downtown building projects. Each Business Grant is allowed one eligible activity per application. If an applicant applies for an eligible activity twice, the applicant must show proof as to why the applicant is applying for the same eligible activity for a second time.

**A business is eligible to apply for both the Business Improvement Grant and the Demolition and Reclamation Program Grant. However, a business can not receive more than \$25,000 combined in Business Improvement Grants and Demolition and Reclamation Grants per fiscal year and per legal parcel identification. Legal parcel identification can be found on the Kimball County Assessor's GIS website.**

**Grant funding is a 60/40 match. Funding will be paid not to exceed \$25,000 per legal parcel.**

Example: An applicant's project cost is \$15,000.

- Project will be paid at a 60/40 match; applicant would receive \$9,000.

## ELIGIBLE ACTIVITIES

- ADA Bathroom Compliance
- Energy Efficiency Updates Heating
- Energy Efficiency Updates Ventilation
- Energy Efficiency Updates Air Conditioning
- Energy Efficiency Updates Insulation
- Energy Efficiency Updates Lighting
- Energy Efficiency Updates Doors
- Energy Efficiency Updates Windows
- Electrical Updates
- Plumbing/Water Updates
- Plumbing/Sewage Updates
- Exterior Walls
- Paint, primer and associated specific supplies
- Siding
- Signage
- Lighting
- Awnings
- Sandblasting of brick
- Point tucking and brick repair
- Securing signage, decorative corbels, architectural enhancements, or awnings
- Sidewalks
- Parking Lots
- Exterior Doors
- Gutters or drains
- Chimneys
- Roofs

- Permanent landscaping such as trees, bushes, or flower boxes
- Other building code related projects requested by Building Inspector, Fire Marshall, Health Inspector, or City Administrator will be reviewed on a case by case basis.
- Landscaping such as sprinkler systems, well systems, walkways, or flowers are not an eligible activity.
- Hardscape elements such as retaining walls or screening fences

## PROGRAM GUIDELINES

- Applicants must be the property owner or have written permission from property owner.
- If the project estimate exceeds \$10,000, at least two different contractor bid estimates will be required.
- Applicants and project contractors must meet all applicable zoning requirements, obtain any approved permits, and must meet all state and local regulatory codes.
- Applicants must submit a complete application within 120 days of project completion.
- Applicants must have an application review meeting with the Economic Development Coordinator.
- Applicants must file any and all necessary permits required with the City Building Official.
- Grant is not available to home-based businesses.
- Business shall not have received, nor will receive 100% insurance monies for the project. Applicants can apply for remaining project balance after insurance payment. Business owner will be responsible for any insurance deductible costs.
- Applicants who are not contractors are eligible to receive credit for up to \$500 for labor performed by oneself, friends, or family. Tasks shall be outlined, work must be of professional quality, and initial application must include this estimate as part of the overall cost of project/eligible activity. Cost will be based on \$10.00 an hour.
- Applicants who are licensed contractors with a project over \$1,000 shall be required to provide two estimates for the project; their own company estimate shall be considered as one estimate. This guideline is specifically if the contractor is completing their own work for the project.
- Applicants are eligible to receive reimbursement from professional architectural renderings done by a professional of your choice.
- Sales tax, building permit fees, inspections are not considered part of overall project cost.
- If applicant is unable to complete work, or contract with a craftsman, within 90 days, then applicant must contact Economic Development to inform them that an extension is required. Extensions may be granted for up to an additional 180 days.
- Applicant shall endeavor to secure materials locally if possible and practical.
- If applicant chooses to begin work on grant project, applicant is doing so at the risk of not being approved for work. However, projects may be started or completed before grant submission.
- Applicant shall attempt to honor general maintenance guidelines on historic building when practical.
- Applicant shall attempt to honor historically correct paint colors for the era of building. Example: colors for a building constructed in the 1960's will be different than the colors of Victorian era buildings.
- Amount of funding requested can be adjusted per the Loan Advisory Committee.

## **REQUIRED SUPPORTING DOCUMENTATION**

- A completed and signed application form.
- A written statement from property owner if applicant does not own the building, which includes reasoning as to why the building owner is not the applicant.
- Proof of insurance for each application.
- If eligible activity is not listed, a written statement of explanation from the appropriate personnel (fire marshall, building inspector, or health inspector) is required.
- If applicable, a copy of all necessary permits signed by the City Building Official.
- Any receipts and canceled checks for proof of payment associated with the cost of the project.
- A sketched design of proposed improvements (if applicable).
- Before and After pictures of the project.

## **GRANT PROCESS**

After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council's decision. Before payment disbursement, all project work must be completed and verified by Economic Development. Paid receipts and canceled checks must be turned into Economic Development before payment disbursement. If an applicant chooses to pre-purchase supplies, applicant shall do so at their own risk as the project may not be approved due to fund availability or project ineligibility.