

FACADE IMPROVEMENT GRANT PROGRAM

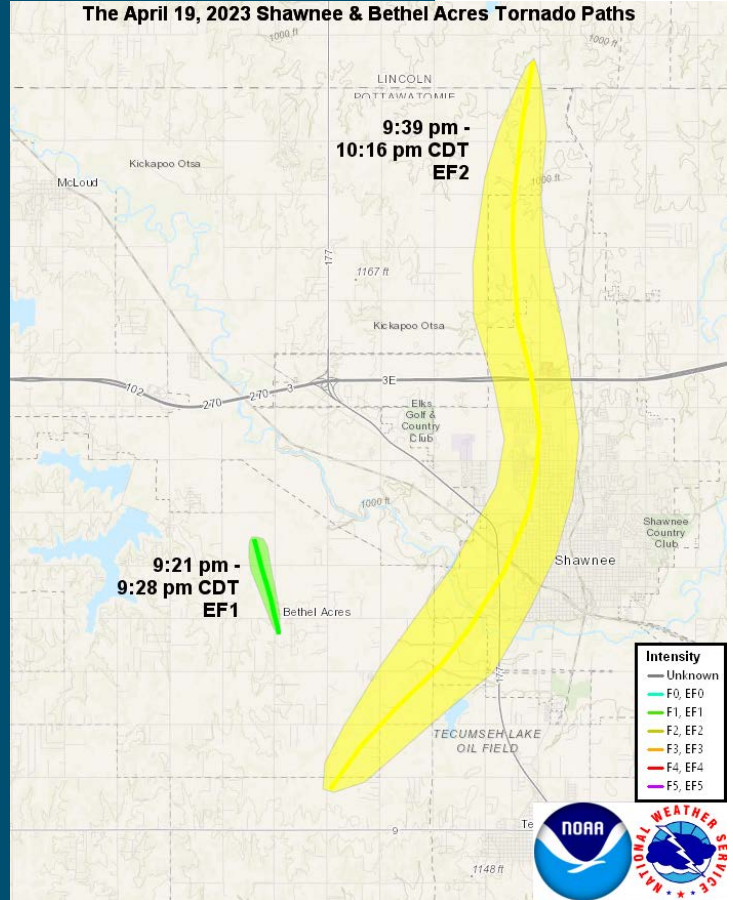
For questions contact Daniel Johnson, daniel@shawneeforward.com (405) 273-6092.

THE FACADE IMPROVEMENT GRANT PROGRAM

is designed to assist local businesses in restoring their storefronts and facilities damaged by the tornado that struck Shawnee on April 19, 2023. This initiative is part of the ongoing Tornado Recovery Program in Shawnee, OK. This grant funding is aimed at revitalizing the community and supporting local businesses in their ongoing recovery efforts.

Applicants are eligible to receive up to 50% of the project cost up to \$5,000, depending on the scope of the project.

This grant program may be used in conjunction with other grant programs.



ONCE YOU HAVE COMPLETED THE FULL APPLICATION:

Please submit finished applications with application fee by mail or hand delivery to:

Attn: Daniel Johnson
Shawnee Forward, Inc.
130 N. Louisa Avenue
Shawnee, OK 74801



FACADE IMPROVEMENT GRANT PROGRAM

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PROGRAM APPLICATION:

PART 1 - APPLICANT INFORMATION

APPLICANT NAME:		
BUSINESS NAME:		
ADDRESS:	CITY:	STATE/ZIP:
PHONE:	EMAIL:	
# OF EMPLOYEES:	ANTICIPATED # NEW EMPLOYEES:	
PROPERTY OWNER NAME:	PROPERTY OWNER CONTACT:	
PROJECT CONTACT NAME (IF DIFFERENT FROM APPLICANT)		
PROJECT CONTACT PHONE NUMBER:	PROJECT CONTACT EMAIL:	
BUSINESS WEBSITE (IF APPLICABLE):		

PART 2 - BUILDING INFORMATION

BUSINESS ADDRESS:		
BLOCK:	LOT:	
CURRENT BUILDING USE:		
PROPOSED USE AFTER IMPROVEMENTS:		
TOTAL BUILDING SQUARE FOOTAGE:	NUMBER OF FLOORS:	
NUMBER BUSINESSES IN BUILDING:		
ARE THERE ANY ACTIVE CODE VIOLATIONS?	YES <input type="checkbox"/>	NO <input type="checkbox"/> UNSURE <input type="checkbox"/>
ARE THE PROPERTY TAXES CURRENT?	YES <input type="checkbox"/>	NO <input type="checkbox"/> UNSURE <input type="checkbox"/>



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PART 3 - PROJECT OVERVIEW

PROVIDE A LINE ITEM DESCRIPTION OF PROPOSED IMPROVEMENTS:	
WHEN WILL THE PROJECT BEGIN?	WHEN WILL THE PROJECT BE COMPLETED?
HAS ANY PORTION OF THE DESCRIBED WORK ALREADY BEEN COMPLETED ?	
FAÇADE PROJECT COST:	TOTAL PROJECT COST: (IF PROJECT ALSO INCLUDES INTERIOR WORK)
AMOUNT OF GRANT FUNDING BEING REQUESTED: (CANNOT EXCEED \$5,000 OR 50% OF ELIGIBLE, APPROVED FAÇADE COSTS)	

PART 4 - PROPOSED FINANCING

TYPE OF FINANCING	AMOUNT
CASH INVESTMENT	
BANK LOAN	
TOTAL	
FAÇADE PROGRAM REQUEST	
IF DOING INTERIOR AND EXTERIOR WORK, PLEASE PROVIDE TOTAL PROJECT COST:	

Note: Total should equal total project cost. Façade Program Request should equal **50%** of project cost, up to **\$5,000**. This grant program **may be used in conjunction** with other programs.



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PART 5 - ATTACHMENTS

THE FOLLOWING ITEMS MUST BE ATTACHED TO APPLICATION. THE APPLICATION WILL NOT BE PROCESSED UNTIL ALL ITEMS ARE PROVIDED.	CHECK IF ATTACHED
Two (2) to four (4) photographs of current façade(s) conditions including close up and panoramic shots (photos can be emailed to daniel@shawneeforward.com).	<input type="checkbox"/>
Documentation outlining proposed improvements, budget, material lists, renderings and color samples. A detailed budget is imperative.	<input type="checkbox"/>
Documentation confirming ownership, or permission from the owner, to alter building (Current property tax statement, lease or letter from owner giving tenant authority to alter).	<input type="checkbox"/>
Certificate of current property and casualty insurance.	<input type="checkbox"/>
Proof that contractor and subcontractors can work in the City of Shawnee, OK (i.e a license or tax ID number).	<input type="checkbox"/>
Application Fee: Check made out to Shawnee Forward for \$40.00	



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CERTIFICATION & ACKNOWLEDGEMENT

BY SIGNING AND SUBMITTING THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING:

- That acceptance of this application does not commit Shawnee Forward, Inc. to enter into a grant agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project.
- That acceptance of this application does not constitute an agreement by Shawnee Forward, Inc that any contract will be entered into by Shawnee Forward, Inc.
- That Shawnee Forward, Inc. expressly reserves the right to reject any and all applications, portions thereof, or to request more information from the applicant.

IF GRANT IS AWARDED, THE APPLICANT AGREES:

- To comply with all applicable local, state and federal laws.
- To keep records as may be required by Shawnee Forward, Inc. in relation to the Façade Improvement Program.
- To comply with all applicable local, state and federal statutes governing fair leasing practices and equal employment opportunities.
- That no employee of Shawnee Forward, Inc. or the City of Shawnee has any financial interest, direct or indirect, in the proceeds of any façade improvement grant.

IN ADDITION, THE APPLICANT CERTIFIES UNDERSTANDING OF THE FOLLOWING:

- The Façade Improvement Program is a matching grant initiative. Grants are awarded at the discretion of the FIG Review Committee and may not exceed \$5,000 or 50% of eligible and approved improvement costs.
- After submitting their application, applicants may wait as long as 1 month to receive authorization from Shawnee Forward; however, authorization is often given is as little as 2 weeks.
- Applicants may only begin work on the property after receiving approval by Shawnee Forward. Any work begun before receiving approval may be ineligible for reimbursement.
- Grant dollars are disbursed at the time of project completion REIMBURSING the owner/business for 50% of eligible and approved costs AND only with all required project documentation on file with Shawnee Forward.
- A building owner can only participate in the Façade Improvement Program with a maximum of three projects.
- Properties found to be in arrears on real property taxes or special assessments will NOT be eligible.
- All projects awarded are subject to program funding at the time of project completion. Shawnee Forward will make a good faith effort to notify the Applicant should funding become unavailable.

SIGNATURE

PRINTED NAME

COMPANY NAME

DATE

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PURPOSE:

The Facade Improvement Grant Program designed to assist local businesses in restoring their storefronts and facilities damaged by the tornado that struck Shawnee on April 19, 2023. This initiative is part of the ongoing Tornado Recovery Program in Shawnee, OK. This grant funding is aimed at revitalizing the community and supporting local businesses in their ongoing recovery efforts.

The grant reimburses 50% of eligible expenses incurred during a comprehensive facade improvement. A facade is defined as the principal face(s) of a building that is on a public street. The minimum reimbursement is \$500 and the maximum is \$5,000.

AREAS

- City of Shawnee
- Pottawatomie County

ELIGIBILITY CRITERIA

- Owners and/or tenants of commercial properties in the Program Eligibility Area that meet the Small Business Administration (SBA) definition for a small business in their unique North American Industry Classification (NAICS) codes.
- Non-profit organizations, as defined by Section 501(c) of the Internal Revenue Code, will also be eligible.
- Owners and/or tenants of commercial properties in a Program Eligibility Area.
 - Tenant must receive approval from property owner.
 - Owner must have owned the building prior to April 19, 2023.
 - Tenant must have been in business at the location prior to April 19, 2023.
- Property must currently be in compliance with all Zoning and Unified Development Code requirements or commit to complying prior to completion of the proposed project.
- Applicant and/or property owners must be current on all City property taxes.
- No City liens against applicant and/or property owner.
- Property and all proposed improvements must face and be visible from the public right-of-way.
- Ability to meet program insurance requirements.
- Project must be completed within six 6 months of commencement.

FUNDING STRUCTURE

- Minimum grant amount = \$500

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- Maximum grant amount = \$5,000
- Program will provide 50% of total, approved project costs up to a maximum of \$5,000 for projects located in the Program Eligibility Area

DISBURSEMENT STRUCTURE

- 100% disbursed once the entire project is completed and all inspections and related requirements have been made.

ELIGIBLE EXPENSES

- Costs associated with making facade, landscape, and signage improvements.
- Facade Renovations (including, but not limited to):
 - Installation of stucco, stone, or masonry elements on the facade;
 - Replacement of exterior elements such as doors, windows, and awnings;
 - Facade painting;
 - Removal of security / “burglar” bars;
 - Installation of security window film; and
 - Replacement of degraded exterior elements.
- Landscape Renovations (including but not limited to):
 - Installation of landscape elements (in-ground or planters) along base of exterior, stand-alone signage and entrances to buildings.
- Signage Renovations (including but not limited to):
 - Removal of damaged signage;
 - Sign consolidation (combining multiple tenant signage into a single multi-tenant pylon sign); and
 - Replacement of temporary signage with permanent signage affixed to building.
- All proposed improvements must conform to respective Unified Development Code and Historic Preservation requirements, as applicable.

APPLICATION REQUIREMENTS:

1. Completed application form
2. Valid applicant identification
3. Color photographs of current facade (must show facade/areas to be improved)
4. Renderings, drawings, pictures and/or other material samples to show intended facade improvements
5. At least two (2) estimates from licensed contractors, if a contractor is required, showing itemized projected costs. If a contractor is not required, an itemized budget is required. *
6. Evidence of financial ability to meet matching requirements (bank statement, loan commitment letter, etc.)
7. Schedule of completion
8. \$40.00 application fee

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*Shawnee Forward reserves the right to obtain its own estimate

PROCESS:

1. Applicant submits application and supplementary documentation.
2. Shawnee Forward accepts application and schedules FIG Team meeting that evaluates and recommends approval of application.
3. Applicant is notified of decision.
4. If approved, terms of FIG Agreement are determined.
5. Improvements must be completed within 12 months of the date signed FIG Agreement.
6. Applicant submits documentation of completed project for approved reimbursement.