



MAIN STREET ELKADER

Building / Enhancement Facade Grant Overview

Description of Program: The City of Elkader & Main Street Elkader acknowledges the importance of the success of local businesses in the promotion of economic development. The City/MSE will provide a facade match grant to local businesses under this program. This is a one time grant.

The financial incentives will be targeted to assist local business owners with façade improvement projects (see below for list).

This Program is designed to foster an attractive business environment in Elkader. Contributing buildings located in the Main Street District will be required to follow the established Main Street [Downtown Design Guide](#).

Section 1. Program Guidelines

- 1.1 The commercial property must be located within the Main Street district.
- 1.2 Projects funded must fulfill the following:
 - a. Produce a completed project within 6 months of applying for the grant.
 - b. Improve an existing property that is open to the public and has consistent hours the majority of the year.
- 1.3 Types of projects which may be funded, include, but are not limited to, the following:
 - a. Brick or wall surface cleaning (no city permit needed).
 - b. Patching and painting of façade walls (no city permit needed).
 - c. Signage or exterior lighting replacement/repair (city permit required & must follow Main Street [Downtown Design Guide](#)).
 - d. Canopy, porch, awning installation/repair (city permit required).
 - e. Tuck pointing (no city permit required).
 - f. Cornice repair or replacement (no permit required).
 - g. Sidewalk Repair (city permit required).

1.4 Funding:

Subject to the availability of funding, incentives will be awarded \$500-\$1,000 (depending on how many applications) per owner. At least a dollar for dollar match is required. Any work done prior to the approval of a grant application is not eligible for funding.

1.5 Reimbursement Eligibility:

In order to be eligible for reimbursement, the recipient must acquire all permits necessary for the work proposed in their application.

1.6 Reimbursement or payment:

Will only be made for materials and labor not performed by the owner. There will be no reimbursement or payment for labor performed by the owner. Reimbursement will take place AFTER the project is completed. All original invoices must accompany the request for refund.

1.7 Upon award, all improvements funded in part with grant award funds must remain with the property, including upon selling to another owner.

Section 2. Application Process

2.1 All applicants must:

- a. Be the legal owner of the property.
- b. Be current with property taxes and utilities.
- c. Provide proof of and maintain current property insurance to cover the value of the structure and all improvements.
- d. Provide drawings and/or written plans of the entire project.
- e. To be eligible to participate in this program, the building owner must have or is renting to a business, maintaining an average of 20 hours per week year round. Applicants may utilize this grant to make capital improvements to a building structure.

2.2 The application and supporting material will be collected and reviewed by the Economic Vitality Committee, which will then be submitted to the Main Street Elkader Board for final approval.

2.3 Funding:

- a. Prior to submitting a reimbursement request, the Main Street Director will do a site visit to determine the project has been successfully completed.
- b. Reimbursement requests will be accepted upon completion and approval of the renovations. Paid receipts, canceled checks, paid invoices, or other proof of expenditures must be submitted within 45 working days of the completion of the project. Reimbursement will take place 1x per month.

Section 3. Review Process

3.1 Submit:

Completed applications can be submitted via email to
mainstreetelkader@gmail.com OR by dropping off at Elkader City Hall at 207 N
Main Street, Elkader, IA.

3.2 Confirmation:

The Main Street Director will send a follow up email with confirmation of
receiving your application and any additional information.

City of Elkader/Main Street Elkader Building Facade Grant Application

****All work must be completed within six months of the award of the grant. Depending on fund
availability, this program may be discontinued at any time.****

Applicant Information

Building Owner	
Building Address	
Parcel Number	
Phone	
Email	
Hours of Operation	

Architect, Engineer or Contractor Information

Company Name	
Contact Person	
Address	
City, State, Zip	
Phone	
Email	

Budget Form

List the expense description, amount requested, and row total. Add additional sheet(s) if needed.

Expense Description	Grant Request	Cash Match	Row Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

Agreement and Signature

By submitting this application, I affirm that the information set forth in it is true and complete. I understand submission of an application does not constitute a guarantee for funding from the program. If this application is accepted, the applicant will be required to enter into a Grant Agreement with Main Street Elkader.

Name (printed)	
Signature	

Thank you for completing this application form and for your interest in improving the Main Street District.

If you have questions about this application or the Program Guidelines, please contact:

Maggie Sommers
Main Street Director & Economic Development Director
mainstreetelkader@gmail.com