

## **DOWNTOWN IMPROVEMENT GRANT PROGRAM GUIDELINES**

### ***Program Objectives***

The primary objectives of the Downtown Improvement Grant Program are to:

1. Encourage investment that enhances the visual aesthetics of downtown properties and lead to increased property values.
2. Stimulate economic development by providing incentives to increase existing business investment, ensure business sustainability, and create aesthetically pleasing areas that attract new businesses and consumers.
3. Complement other historic and economic revitalization efforts to ensure the maximum leverage of resources.

### ***Design Committee***

The Design Committee of Greenfield Main Street, Inc. (GMSI) will review each application. The Committee is comprised of GMSI board members, other interested GMSI members, a representative from Indiana Landmarks (non-voting), and the Program Manager (non-voting), but will not include any downtown business owners or residents.

### ***Program Criteria***

- The property must be a commercial or residential property and located within the GMSI program area. Additional points are awarded for properties located within the primary program area.
- The funding program is based on a 50% match. Grants are available for up to a maximum of \$3,000.
- As this is a reimbursement program, grant applicants must provide proof of financial ability to pay for the entire project.
- Unless otherwise specifically authorized, applicants must have a signed Grant Contract prior to commencement of improvements.
- If the applicant is not the owner of the building, written consent detailing the intended improvements must be obtained from the legal owner and be submitted with the application.
- If a Grant Recipient decides to change the project after approval, they must immediately contact the Design Committee for additional project review. The Committee may rescind the grant award if the change no longer meets the program requirements.
- Applicants must obtain two cost estimates for all eligible improvements for which funding is being requested. Any improvements that are not eligible for grant funds should be estimated separately or itemized so that the specific project costs can be easily determined. Estimates must be made from the same scope of work by each contractor. Projects that are approved for funding will be based on the lowest and most qualified bids; however, applicants may select any of the submitted contractors for the project if the applicant is willing to pay 100% of the costs above 50% of the lowest qualified bid.
- The subject property cannot be delinquent in property taxes at the time of application.
- Applicants are responsible for obtaining and complying with any local and/or state permits.
- All projects receiving a grant award that are within the Greenfield Historic District must comply with the Greenfield Historic District Design Guidelines and receive a Certificate of Appropriateness from the City of Greenfield Historic Board of Review at one of their regular meetings, typically scheduled on the first Thursday of each month.
- All projects must follow the Secretary of Interior's Standards for Rehabilitation. Construction documents shall be prepared by a licensed architect, design consultant, or contractor, preferably one with experience in the building restoration field.
- Grant recipients must provide proof that the project costs have been paid in full before reimbursement of awarded funds.
- **All projects must be completed within six months of the grant approval unless otherwise approved by the Grant Committee.**

### ***Eligible Project Expenses***

Generally, projects should be exterior historic and/or economic improvements to existing structures and visible to the public.

- Exterior building improvements / renovations
- Exterior lighting
- Window renovation
- New or renovated signs
- Awnings
- Other projects that are in the spirit of the program, as determined by the Design Committee

### ***Ineligible Project Expenses***

- New construction
- Interior renovations
- Structural reinforcement of other parts of the building not listed above
- Security systems, solar energy systems, satellites, or other special systems
- Decorative fencing
- Landscaping
- Sidewalks
- Permit fees

### ***Application Process & Submission***

A COMPLETE application package consists of the following:

1. Completed and signed application form
2. Current photograph of the subject property
3. Written description of the project improvements including a material list and color selections
4. Construction drawings (if applicable)
5. Two bids / estimates by an architect, designer, or contractor
6. Evidence of Financial Capability. A letter from your financial institution indicating adequate funds to complete the project.
7. Tenants must provide written permission from the owner for the proposed enhancements

Submit this package to:

Joanie Fitzwater, GMSI Design Committee Chair, @ 317-325-1329 [jfitzwater@greenfieldin.org](mailto:jfitzwater@greenfieldin.org)  
c/o City of Greenfield Planning Department  
10 S. State St. Greenfield IN 46140

***The Submittal Deadline is on the Façade Grant Timeline that will be updated for yearly spring and fall round.***

### ***Review and Approval***

- After the application deadline, the **Design Committee will make an initial review of submissions to confirm completeness.** The Greenfield Historic Preservation Officer (HPO) participates in this review to ensure that applications meet the City of Greenfield Historic District Design Guidelines and are qualified to receive a Certificate of Appropriateness (COA) from the City of Greenfield. This COA is in addition to any approval received from the Greenfield Main Street Design Committee.
- The **Committee will contact applicants to schedule an interview to review the details of their requests,** after which the Committee will rate the applications based upon several factors including building location, extent of rehabilitation work, impact of the project to downtown, additional investment current and proposed uses, and historic rating. An example rating sheet is on the website.
- The exact number of awards depends on the funds available, the number of applications received, and the scope of the proposed projects.
- The Applicant should simultaneously apply for a Certificate of Appropriateness (COA) from the City of Greenfield Historic Board of Review, located on the 2<sup>nd</sup> floor of City Hall, Planning Department, 10 S. State Street.
- The recipients must **appear at the next Greenfield Historic Board of Review (HBR) meeting after filing the grant request to present their projects for formal city approval of the COA.** No work for which funding is sought should begin until the COA has been secured and this notification has been received (except for projects applied for retroactively and those not requiring a COA).
- All proposed projects that are approved by the HBR and are issued a COA will then be presented as **Grant Recommendations at a GMSI Board Meeting.**

### ***Contract Agreement***

A Contract will be prepared for each approved project after the Board's acceptance of recommendations from the Grant Committee. If the project is dependent on funding from this Grant, then it is recommended that construction not begin before this Contract has been signed by all parties. **This Contract shall be signed no later than fourteen days after notification of grant award to the applicant.** The recipient is responsible for obtaining any permits required to begin the project. Permit fees

are not to be included as part of the funding. Once construction begins, if the Recipient decides to change the project, he/she must contact the Design Committee. Any unapproved changes may void the grant.

***Payment***

Payment of Grant funding will be made as a reimbursement to the Recipient upon confirmation that work has been completed according to the approved documentation. Upon completion, the Recipient must send copies of paid invoices for the entire project to the GMSI President or Program Manager. Upon receipt of documentation and inspection of the project, the reimbursement request will be presented to the GMSI Treasurer for payment. **Payment will occur within two weeks of funding request, and may take place in the form of a ceremony at the project site.** All projects must be completed within six months of the project approval, or as approved by the Design Committee. Extensions for unforeseen circumstances may be granted on a case-by-case basis. Photographs and a description of the project and the Grant may appear on the Greenfield Main Street, Inc. website.

***Questions / More Information***

Design Committee Chair, Joanie Fitzwater 325-1329 [jfitzwater@greenfieldin.org](mailto:jfitzwater@greenfieldin.org)  
[info@greenfieldmainstreet.org](mailto:info@greenfieldmainstreet.org)  
GMSI Website: [www.greenfieldmainstreet.org](http://www.greenfieldmainstreet.org)

*Form updated January 29, 2020*