2014 Façade GRANT PROGRAM

Duneland Economic Development Company

The Façade Grant Program has been established by the Façade Committee of the Duneland Chamber of Commerce and funded thru the Duneland Economic Development Company (DEDC) to foster and fund projects that will improve the appearance of commercial buildings in the main corridors of our communities.

The DEDC intends the grant program be used to improve the quality of life in our communities and encourage visitors and residents to spend more time in our downtown areas by:

1. Promoting the façade renovation and landscape beautification of our communities' downtown areas;
2. Preserving the character of our communities' downtowns;
3. Encouraging the use of quality material in the renovation of downtown properties; and by
4. Assisting local businesses in increasing the accessibility of their buildings.

It is the DEDC's philosophy that funding such projects will draw and increase the number of visitors to the downtowns of our communities. The DEDC and the Duneland Chamber are pleased to participate in expanding the quality of life in our communities through this Facelift Fund Grant Program.

The program requires a minimum 20% of the project be paid for by the applicant. For example, a $1,000 project would need a match of at least $200 to be paid by the applicant with $800 to be paid by the DEDC. It is anticipated that the DEDC awards will be in the range of $1,000 to $5,000. These grant amounts are subject to change based on applications to the fund and quality of the proposed projects. It is the intent, but not a requirement, that at least one grant is given to a property owner in Chesterton, Porter, and Burns Harbor.

In order for projects to qualify the applicant must:

- Use the grant funds only for expenses reasonably associated with exterior rehabilitation of their property
- Obtain all building and other permits and fees which are associated with the proposed project prior to commencing the project; and
- Maintain the façade or landscape improvements. Failure to maintain the improvements may be considered a violation of this grant program.
- Submit proposal to the Chamber by 4:00 pm on April 25, 2014
- Project must be completed and all documentation turned in by October 31, 2014

IMPORTANT TO ALL APPLICANTS:

- ***Each grant will be evaluated based on the strength of each answer to the questions on the application. Enclosed is the scoring sheet the committee uses to grade each grant application.***
- The application should have a detailed budget that exhibits good planning.
- Projects that involve cooperation with neighboring businesses for a consistent appearance are encouraged.
- Projects that have a lasting impact on the appearance of our community will be favored over short-term improvements.
- Plan for what you would do if you are granted less than the amount requested.

GENERAL GUIDELINES AND REQUIREMENTS

1. ***Applications not completed in their entirety will be sent back. Make sure your application is sent in prior to the deadline in case it must be sent back for revisions***. They ***must*** include a contact name, address and phone number. The application must be submitted to the Duneland Chamber no later than 4:00 p.m. on April 25, 2014. ***All grant proposals received after the deadline will be disqualified.***

2. Qualified applicants include owners (not tenants) of commercial properties along the defined corridors in the Duneland communities. Tenants must apply through their landlord.

3. Successful applicants may receive grants in amounts less than requested. ***Applicants are limited to one grant***.

4. All applicants will be notified in writing of the DEDC's decision.

5. Significant alterations to the project following approval require notification to the Façade Committee and will require reconsideration of the application as a whole.

6. If an organization, the name of the organization as on file with the Indiana Secretary of State must be entered on the application. Only organizations in good standing at the time the application is received will be eligible for funding consideration.

7. The total amount requested must not exceed eighty percent of the cost of the project. ***In-kind contributions cannot be considered a part of an applicant's match.***

8. Projects cannot be in their completed state prior to written notification and final approval of the DEDC.

9. **Grant funds cannot be used for**

- ***Salaries, wages or employee benefits***
- ***In-kind contributions.***
- ***Organizations which are restricted to private or exclusive participation.***

10. Applicants with questions are encouraged to contact Heather Ennis to discuss the proper completion of the application at (219) 926-5513.

11. Applications are evaluated by the Façade Committee. The grant committee's recommendations are given to the full Board of Directors of the DEDC for their approval. They make the final decision on all applications. The board may choose to deny, fund, or fund portions of a request. A board member applying for funding under the program shall excuse himself/herself from the discussion and vote.

12. Photographs of the project, copies of paid invoices, separate copies of checks or receipts with check numbers indicated, will be due within 30 days after projection completion. Regardless, all copies are due by October 31, 2014 at the latest.

PAYMENT

1. To receive funds, the applicant must provide the DEDC with copies of the original invoices and canceled checks on separate papers. Proof of payment must be the vendor/vendors invoice marked paid along with copies of canceled checks or receipts with check numbers indicated on them.
2. Applicants receiving grants should allow approximately 45 days from their return of the invoices to the DEDC for payment from the Facelift Fund Grant Program. ***The grant must be submitted for reimbursement within 30 days of when the project was completed.***

ATTACHMENTS

The following attachments are included after the application.

1. 2014 Facelift Fund Grant Program Timeline.
2. Ranking sheet used by the committee

NAME OF APPLICANT:_____

2014 FACELIFT FUND GRANT PROGRAM APPLICATION

Applicant/Organization Information (Some questions may not be applicable)

A. Organization Applying for Grant:_____

B. Contact Person: _____

C. Project Address: _____

D. Mailing Address: _____

E. City: _____State: _____Zip Code: _____

F. Phone: _____ FAX: _____

G. E-mail address: _____Web site address: _____

H. Tax ID Number: _____Date of Incorporation: _____

I. Describe your business and its history and its goals. _____

_____

J. List property owners. _____

_____

PROJECT INFORMATION

A. Summarize the project for which funds are being requested. Write a description that gives a good understanding of your overall project. **(REMEMBER: you need to write this description based on no one knowing anything about your project.)**: _____

_____

_____

_____

_____

_____

_____

B. How will your project improve the overall appeal of your community's downtown or corridor to the downtown? Elaborate on any historic preservation or promotion of unique character.

_____
_____
_____
_____
_____
_____
_____
_____

PROJECT EXPENSES / DESCRIPTIONS

A. Attach Line Item Budget: Itemize the costs and explain the projects for which you are seeking funding:

Give details: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

B. Total dollar amount requested and total budget for your project: _____
_____
_____

C. Describe any grant funds received from DEDC in last 5 years:

_____
_____
_____

D. List other grants your organization has applied for outside the DEDC to assist with funding your project.

_____

_____

_____

_____

_____

_____

E. List all sources of funding for the proposed project (excluding the amount being requested in this proposal). Evidence of in-kind support from other sources will not be considered as part of the applying organization's match.

Source	Amount

F. How would you modify your project if awarded a lesser amount? _____

_____

_____

G. Attach current photographs of your building, specifically the area of the project.

H. Optional: Attach any drawings, designs, or renderings you may have of the project.

AGREEMENT

On behalf of the applicant identified on this application, I certify that this application meets the eligibility requirements for the DEDC's 2014 Façade Grant Program and that the information entered is true and accurate.

I understand that the grant may provide up to eighty percent (80%) of the total costs of the project, that no in-kind contributions are included in the match and that no grant will be awarded to a project completed before written notice of the DEDC. ***I also understand that all documents and receipts from this project must be submitted to the DEDC within 30 days of when the project was completed, October 31, 2014 at the latest.*** I agree that the DEDC may use photographs and other information about the project in any promotion materials, including without limitation newspaper, internet, and magazines.

_____	_____
Signature	Property Owner Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

Mailed completed form to:
Duneland Economic Development Company
220 Broadway
Chesterton, IN 46304
(219) 926-5513
(219) 926-7593 FAX

FOR OFFICE USE ONLY

Date received (first time submitted): _____Sent back: ___Yes___No

Date sent back: _____ How many items needed fixing_____

Date received 2nd time: _____ Accepted: ___Yes___No

2014 GRANT TIMETABLE & AMOUNTS

Grant Amount: It is anticipated that the DEDC awards will be in the range of $1,000 to $5,000.

Grant Deadline: All grant applications are due April 25, 2014 by 4:00 p.m. to Duneland Economic Development Company ATTN: Heather Ennis at 220 Broadway, Chesterton, IN 46304.

Grant Reviews: The Façade Committee will review the grants on or about April 30, 2014

Grant Approvals: The DEDC Board of Directors will vote on the grant recommendations by the Façade Committee May 7, 2014.

Project Competition: Project must be complete with all paperwork turned in to the Chamber no later October 31, 2014.