

Downtown Oswego

Business District Façade Grant Program 2017



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Oswego
Chamber
of
Commerce



Introduction

The City of Oswego and Oswego Chamber of Commerce have partnered to establish a program to assist business owners with improvements to their storefronts. Under new leadership, the Chamber is striving to support and invest in Oswego Businesses. In August of 2017 Oswego will be celebrating its 150th birthday! The Chamber of Commerce and City of Oswego felt this would be the perfect opportunity to implement a program that would enhance and improve our historical downtown and business district.

Westar has painted the downtown light poles and installed new light fixtures. Plans are also being made to paint the downtown flower boxes. Hopefully, this program will prove as an incentive to coordinate efforts and accomplish needed improvements before the 150th birthday.

How Does the Program Work?

Grant awards from \$500 to \$1,500 are available. Property owners must invest at least \$500 toward facade improvements. Grant funds may provide a dollar-for-dollar match for eligible commercial property owners who invest at least \$500. The grant match is \$1500. Corner lots with significant or double facade exposure may request an additional \$500 as long as work is being done to both portions of the building.

This is a one-time opportunity! The city is providing funding for the project due to the unexpected revenue from the sale of a piece of property. IF there are any allotted funds remaining at the end of the grant cycle there **may** possibly be another grant round.

- Applicant must be the property owner.
- Grant funds may provide 50% of total project cost, up to \$1,500 max.
- Applications will be received January 1st through March 1st, 2017 and will be considered on a point system. Notification of grant awards will be made by March 15th, 2017.
- The work must be completed between January 1st and August 1st, 2017.
- Property owners must submit receipts for approved expenses for reimbursements once improvements have been completed. Approved reimbursements will be made within 45 days.

- Application forms are available at www.oswegokansas.com or may be picked up at City Hall.
- Applications must include written OR engineered plans describing the proposed improvements in detail.
- A budget outlining project expenditures with a breakdown for property owner expenditures and proposed use of grant funds is required.

Who Can Apply for Funding?

Any commercial property or building owner can apply for funding assistance. The project site must be located within the improvement zone (Downtown Business District or businesses located along the highways). Viable businesses located downtown will score higher points as the aging downtown is the main concern and focus of the program.

Although anyone can apply, Chamber membership is encouraged. Chamber members **will** be given additional points and therefore will score higher on the application.

What Improvements Are Eligible for Funding?

Projects must conform to building codes. The City Superintendent will assist applicants with these requirements at their convenience and by appointment.

Examples of ELIGIBLE improvements include:

- Replacement or repair of brickwork, plaster or wood siding, including painting, cleaning and repainting.
- Replacing, repairing, or relocating storefronts, doors or windows including the removal of extraneous elements or inappropriate or incompatible exterior finishes or materials.
- Change of exterior lighting, or additional lighting.
- Repairs, addition or installation of awnings (per city code)
- Signage that is a permanently installed feature of the facade.

Examples of INELIGIBLE projects include:

- Alarm Systems.
- New building construction.
- Electrical work that involves more than service to the facade.
- Any interior work.
- Roof repairs, except those portions that directly abut to a new or renovated facade.
- Any items that are not allowed by the KS Building Code or the Oswego City Code.
- Parking lots and parking lot striping.
- Signage that is not permanent, such as a portable or removable sign.

How Does the Application Process Work?

Applications may be downloaded at www.oswegokansas.com or picked up at City Hall at 703 5th Street, Oswego, and must be submitted between January 1st and March 1st, 2017.

A committee consisting of Chamber members and City Council members will review the applications and will make awards based on a point system. The point system will be based upon whether the applicant is a Chamber Member, the type of improvement, whether it is a currently viable business (vs. used for storage), amount of sales tax dollars generated, consumer traffic generated, the location within the targeted area, etc.

What Happens After a Project is Selected for Funding?

Work selected for a matching grant must be completed by August 1, 2017 to coincide with the 150th Birthday Celebration. Expense receipts must be submitted for reimbursement after the improvements are completed.

The owner of a selected project agrees to allow the City of Oswego/Oswego Chamber of Commerce to promote an approved project including, but not limited to, using photographs and descriptions of the project in future marketing materials.

Application

2017 Downtown Business Facade Grant

Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Owner Phone Number: _____

Owner Email Address: _____

Check which items will be addressed with the project:

___ Double Facade (corner lot) Requesting up to an additional \$500.

___ Awning Repair

___ Painting

___ Window Repair or Replacement

___ Exterior Siding/Brickwork/Plaster Repairs

___ Signage

___ Other

Describe the proposed improvements in detail (example: New Doors, Windows, Lighting, etc.):

Current Use of Building _____

Use of Building After Proposed Improvements _____

Proposed Total Project Budget: _____

Proposed Start Date: _____

Estimated Completion Date: _____

Please sign application and turn in to City Hall by March 1, 2017.

By signing below, I certify that all information is true and correct to the best of my knowledge. _____

Property Owner Signature

Date

Approved by _____ Date _____ Award Amount \$ _____