



VILLAGE OF BONDUEL DOWNTOWN BUSINESS GRANT PROGRAM GUIDELINES

1. Purpose

The Bonduel Village Downtown Business Grant Program is designed to support local businesses in improving and revitalizing their downtown commercial properties. By providing financial assistance for exterior and interior renovations, the program aims to enhance the visual appeal and overall attractiveness and promote economic growth of the Village of Bonduel's Business District.

The appearance of a business plays a major role in its marketing success. A successful business will promote the attraction and retention of business operations, will halt property value deterioration, will promote economic growth, and will preserve the business-historic district resources.

2. Grant amounts and participation

The Village of Bonduel Redevelopment Authority (RDA) will consider applications for grants up to fifty (50%) percent of eligible project costs. The maximum grant will be \$10,000.00 and be reimbursed to the business owner upon satisfactory completion of the project. To be eligible for grant funds, the business owner must provide a minimum of 50% of total project cost.

Grants are available for the improvements of existing commercial properties in the Village of Bonduel Business District. See page 4 for a map of Bonduel Business District. Improvements include, but are not limited to, the material and labor for cleaning, painting, signage, awnings, and many other improvements as outlined in section 3.

Operators of an existing commercial property are eligible to receive a one-time grant. If a business owner purchases an additional commercial property within the Bonduel Business District, the additional property would be eligible for a separate one-time grant.

Tenants of a commercial property are eligible, but application must include written approval and consent of the property owner. Land contract purchasers of property are eligible but application must include written approval and consent of the fee title owner.

In instances where a parcel has previously received a grant (by a previous owner/tenant), the RDA reserves the right to make a grant award to the new recipient (owner/tenant). The RDA will put emphasis on a proposed project that entails new work not similar to prior grant award.

In instances where a property has more than one tenant or business, the RDA reserves the right to make a grant award. The RDA will put emphasis on a proposed project that entails new work not similar to first business grant award.

3. Eligible costs

Eligible costs include, but are not limited to, labor and material for:

- a. Interior/Exterior painting or surface treatment including ceiling, wall, and flooring renovations.
- b. Interior/Exterior lighting.
- c. Signage.
- d. Entranceway improvements and windows.
- e. Awnings, canopies, sunshades etc.
- f. Restoration of historic features.
- g. Asphalt paving.
- h. Fencing/screening.
- i. Architectural features.

- j. Storefront modification.
- k. Exterior woodwork and architectural metals (repair, cleaning, restoration, painting, or replacement, including shutters).
- l. Masonry.
- m. Exterior ADA requirements minus sidewalk replacement or excavation

The following costs are not eligible:

- a. Costs associated with upgrades and/or improvements related to business operating activities.
- b. Costs incurred before final grant approval.
- c. Landscaping.
- d. Sidewalks.
- e. Maintenance, including routine equipment maintenance.
- e. Costs paid by the applicant in merchandise or in-kind services.
- f. Labor paid to the applicant or a family member of the applicant or an employee of the applicant unless the applicant, family member or employee of the applicant is a recognized contractor for the particular labor being provided to the project and has received written approval from the Administrator prior to any work being commenced.

4. Conditions of eligibility

Each applicant must meet the following requirements:

- a. All taxes, such as property, sales, and income must be current at the time of approval for the grant funding.
- b. The applicant must, at the time of signing of the application, identify the contractor or contractors who will perform the work and disclose if any such contractor is a family member or employee of the applicant.

5. Application process

The applicant will complete an application provided by the Village Clerk and deliver it, with all necessary attachments and exhibits, to the Director of Municipal Operations. The application will be reviewed by the RDA Board, who will notify the applicant whether or not the application meets the Bonduel Downtown Business Grant objectives and will be accepted for consideration.

An application will consist of the following:

- An application approved by the Redevelopment Authority Board.
- A project description that summarizes the work to be performed.
- Renderings/description/photographs of the proposed work.
- A detailed cost estimate for all eligible costs supported by a quote from at least one (two or more are recommended) contractors or suppliers.
- A copy of the guidelines initialed on each page by the applicant.
- A Form W-9 that will be submitted to the Village with the invoice for reimbursement.

The Director of Municipal Operations will submit the application to the RDA Board. The RDA Board will let the Director of Municipal Operations know if the application is approved, needs additional information, or is not approved. The Director of Municipal Operations will notify the applicant of the RDA Boards decision.

If approved, the Director of Municipal Operations will date and sign the following on the bottom of the application:

This Bonduel Downtown Business Improvement Grant was approved and accepted by the Redevelopment Authority Board on the ____ day of _____, 20____.

Signed: _____
Bonduel Redevelopment Authority Chair

Signed: _____
Director of Municipal Operations

6. Administration

Applicants should submit the completed application and supporting documents to:

Village of Bonduel RDA Phone 715-758-2402
PO Box 67
Bonduel, WI 54107
villagehall@villageofbonduel.com

Applications may be submitted at any time during the calendar year. All eligible applicants will be notified of approval, a request for modification, if additional information is needed for the application, or for non-approval. Applicants can expect a turnaround time at the monthly RDA board meeting from the time the complete application, along with all supporting documentation, is submitted.

7. Final approval and agreement

The applicant will be notified of approval by the Director of Municipal Operations. The applicant and the Director of Municipal Operations will sign the grant application Grant Agreement in a form approved by the RDA. The applicant is responsible for obtaining all building, zoning, and/or business permits for the work proposed for grant assistance. The Grant Agreement will include a covenant by the applicant to perform the work in accordance with the plans approved by Bonduel's RDA.

8. Changes

Any changes in the scope of work must be approved in writing by Bonduel's RDA..

9. Completion of work and funding

The approved work must be completed within six (6) months from the date the Grant Agreement is signed by the applicant and the Director of Municipal Operations.

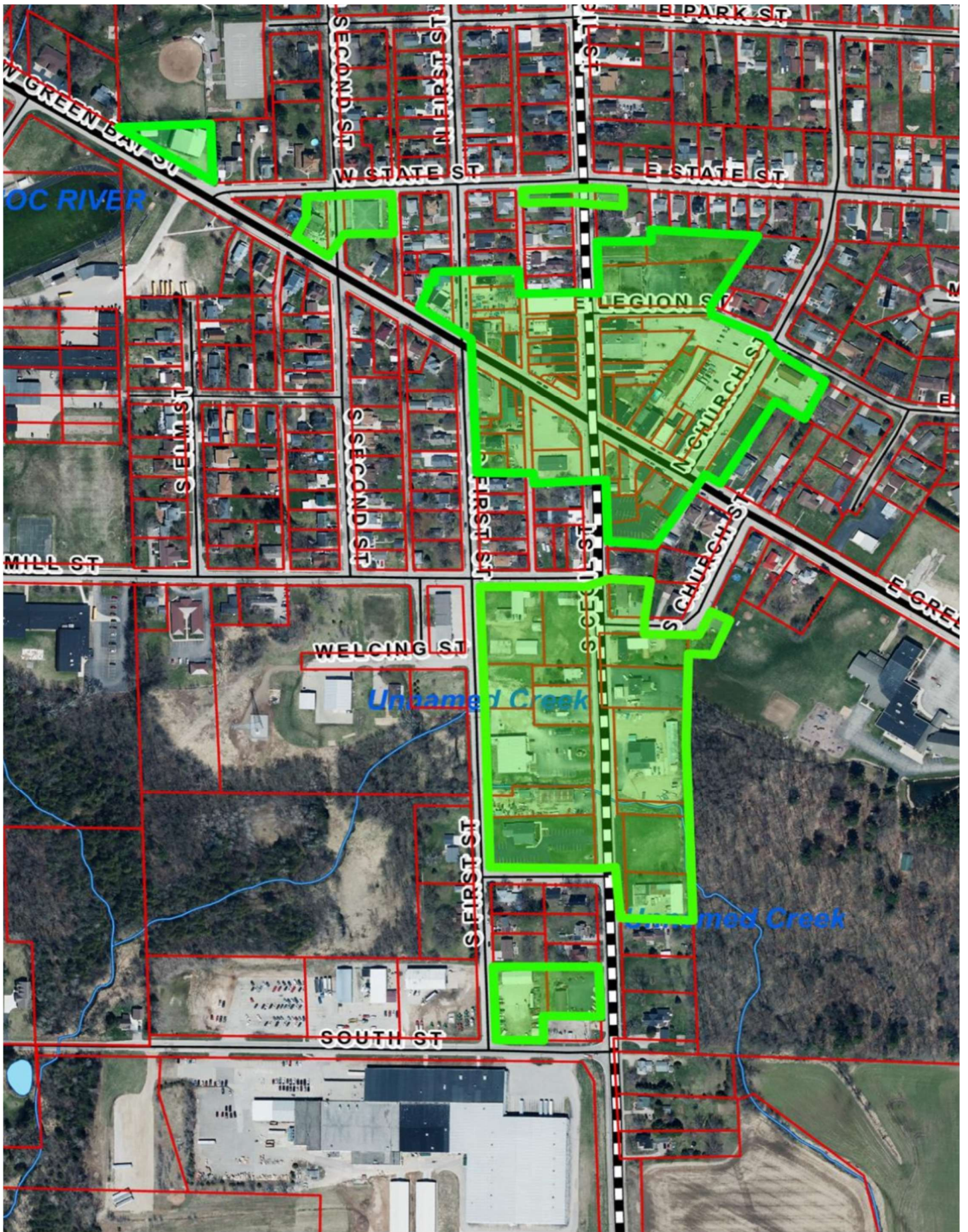
Upon completion of the work, the applicant will submit to the Director of Municipal Operations a written request for reimbursement certifying the work has been completed in accordance with the approvals and certifying the expenses were incurred and paid. Detailed invoices paid in full, with proof of payment, need to be submitted for reimbursement. Examples of proof of payment include front/back copies of the cancelled checks or a credit card statement with all unrelated information blacked out. If paying for renovation expenses with cash, these will not be eligible for reimbursement as there is no proof of payment when paying with cash.

The Director of Municipal Operations and Bonduel's RDA board members may conduct such inspections as it deems appropriate to confirm completion of the work in accordance with the approvals and to confirm that the expenses have been incurred.

The Director of Municipal Operations will submit the request for reimbursement of the approved grant amount to Bonduel's RDA board for approval. Upon the RDA approval of the grant amount the Village Treasurer will reimburse the amount to the applicant for the final approved grant amount. Which should be paid within 15 to 30 days from RDA's final approval.

10. Discretion of the RDA

Applicant understands the RDA may approve or reject any application or request modifications of the proposed project. The RDA reserves the right to change these guidelines at any time to meet the needs and intent of Downtown Business Grant Program. The Downtown Business Grant Program may be discontinued at any time at the RDA's discretion or when the funds are depleted.



Bonduel's Downtown Business District



Village of
BONDUEL
Rich in Tradition.

Village of Bonduel
117 W. Green Bay Street
Bonduel, WI
(715) 758-2402

SECTION 4: Required Attachments

	Paint color samples, if applicable.		Copies of estimates for proposed work
	Current photo of property		Architect/artist rendering (for façade projects)

SECTION 5: Submittal Requirements**Please initial the following:**

- _____ I have read, initialed and agree to abide by the Redevelopment Authority guidelines provided to me and by the decision of the RDA.
- _____ I understand all paid invoices, with proof of payment, must be submitted to the Administrator before grant funds will be released.
- _____ I understand if paying for renovation expenses with cash, these will not be eligible for reimbursement as there is no proof of payment when paying with cash.
- _____ I have verified that my business is located within the Bonduel Business District.
- _____ I have filled out the attached Form W-9 and will return it as part of this application.
- _____ I understand that the business will remain off the vacant building registry for one calendar year or repayment will be required in the amount of the entire grant.

SECTION 5: Owner/Applicant Signature

I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of the grant application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in grant revocation.

I acknowledge that the Redevelopment Authority reserves the right to require additional information if requested. I acknowledge that I have reviewed the Program Guidelines and agree to follow those guidelines and applicable governing standards. I acknowledge the Village of Bonduel and the Village of Bonduel Redevelopment Authority shall not be party to, nor accused of, nor be held liable for any legal or financial disputes that may result from any occurrence in connection with this grant.

Property Owner Print Name

Date

Property Owner Signature

Submit completed application and attachments to:

villagehall@villageofbonduel.com

Subject labeled: RDA Grant Application

Or by mail:

Village of Bonduel RDA

PO Box 67

Bonduel, WI 54107

Completed applications will also be accepted at Village Hall.

OFFICE USE ONLY**Grant Approval**

This Business Improvement District grant was approved and accepted by the Village of Bonduel Redevelopment Authority the _____ day of _____, 20_____.

Signed: _____
Village of Bonduel Redevelopment Authority Chairman

Signed: _____
Director of Municipal Operations