2017 MAIN STREET IMPROVEMENT GRANT
Program Details

Purpose
The Czech Village/New Bohemia Main Street District (CV/NB Main Street) seeks to provide business owners and sponsored tenants with assistance to permanently improve their structures for the betterment of our Main Street district. Our goal is to provide financial assistance to property owners and sponsored tenants who demonstrate a strong dedication to district improvement. Projects that will receive grant funding should focus on the improvement of existing assets which are permanent in nature and enhance the visual presentation of the district and, therefore, its image.

Special Thanks
The generous funding for this grant program is provided by the Jelinek Memorial Fund. Funds from the Jelinek Memorial Fund are provided by the family in memory of Sam Jelinek. Without their generous support and dedication to the community and the CV/NB Main Street, this uplifting program would not be possible.

Structure
The CV/NB Main Street Board of Directors, and/or Design Committee will award grants to eligible applicants for eligible activities which are outlined below. Applicants must submit an application of the intended project for a formal review. The board of directors or design committee will act on grant applications at their next scheduled meeting.

Grants will be awarded based on the following basis:

- Applicants demonstration of strong dedication to district improvement
- Eligibility of the project and applicant
- Affect of the proposed improvement(s) on the district
- Alignment of the project with Main Street's four point approach
- Grantee abiding by all terms and conditions of the grant

Grants will be offered up to $1,000 and require 1:1 matching funds from the Grantee.

Grant project must be completed within one year of the grantees notification of award or up to 18 months with prior approval from CV/NB Main Street Design Committee. Extensions may be granted if the project is more than 75% complete at the end of the grant's term. Funds will be provided on a reimbursement basis. Example: documentation for at least $2,000 of expenses must be provided to receive a $1,000 grant disbursement.

Structure (cont.)

Grants will be awarded May 19. The CV/NB Main Street Board and/or Design Committee will not use race, sex, orientation, age, religion or other factors as a basis for awarding or refusing to award a grant to an eligible applicant.

Who is Eligible

Property owner or property owner-sponsored tenants of existing commercial buildings located within the defined CV/NB Main Street District boundary.

Eligible Activities

Items include but are not limited to the following:

- Repairs to building facades
- Masonry repair
- Cleaning of the exterior of the building
- Exterior painting
- Repairing or replacing entrances, doors, windows, decorative details
- Awnings
- Sign removal, repair and replacement that meets the requirements of the City of Cedar Rapids sign ordinance and Overlay District guidelines.
- Permanent landscaping, benches and sidewalk repairs
- Interior improvements that are permanent in nature
- Other repairs that improve the aesthetic quality of the property

The CV/NB Main Street Board and/or Design Committee have final determination of the eligibility of projects.

Ineligible Activities

Items are included but not limited to the following:

- Roofing
- Improvements which are not permanent in nature
- Any work that does not comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties

Projects started prior to application submission and approval will not be considered eligible for this program.

Application Process

1. Application package and guidelines can be picked up at the Main Street office or online at crmainstreet.org/resources

2. Completed grant application, including drawings, photos, cost estimates, paint and material samples, etc. will be submitted to the Main Street office **on or before May 5, 2017.** (crmainstreet@gmail.com or 101 16th Ave SW, Suite A)

3. The CV/NB Main Street Board and/or Design Committee will approve the application and notify the applicant. If the application is rejected, the applicant will be notified in writing.

Post Grant Award Procedure

1. Successful applicants will sign an agreement with CV/NB Main Street regarding terms and conditions.

2. CV/NB Main Street will monitor the progress of the project.

3. Any changes in the scope of work must be approved by the CV/NB Main Street Board and/or Design Committee.

4. Approved changes in the scope of work will be signed by the recipient and CV/NB Main Street and will be attached to the original application.

5. An Application for Payment is due within 60 days of the project completion, and must include copies of invoices/receipts for all expenses and photographs of the completed work.

6. Property shall not have any mechanics liens associated with this project in place at the time of Application for Payment.

7. Grant monies will be distributed after completion of the project and upon approval by the CV/NB Main Street Board and/or Design Committee. A final inspection will be conducted by representatives of the CV/NB Main Street Board and/or Design Committee.

8. Deviations from the approved plan or work that does not comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties will disqualify the recipient from this grant program and result in forfeiture of all grant monies.

Amendments

The details of the grant program may be amended subject to the formal approval of the CV/NB Main Street Board and/or Design Committee.

We look forward to receiving and considering your applications.

Czech Village/New Bohemia Urban Main Street District

Contact Information:

Executive Director
Jennifer Pruden
319-432-9785
crmainstreet@gmail.com