



2018 MAIN STREET IMPROVEMENT GRANT

Application deadline **Monday, March 19, 2018 at 8:00am (submitted via email crmainstreet@gmail.com or delivered to CVNB Main Street office: 1107 3rd St SE)**

Main Street
Office Use

Application # _____

Date Received _____

Name of applicant _____

Mailing Address _____

Phone Number _____

E-mail _____

Building Owner Yes No
(If no, please submit approval letter from the building owner)

Business Name _____

Project Address _____

Project Description Please provide as a separate document. Include any formal plans, architect drawings, material samples and photographs with your application to assist in our decision making process. See submission Checklist below.

Grant Amount requested \$ _____ (Amount not to exceed \$1,000. NOTE: Grantee must provide 1:1 matching funds, grant funds provided as a reimbursement)

Estimated Total Project Cost \$ _____

Start Date _____ (desired)

Completion Date _____ (estimated)

Submission Checklist

- ___ Project description, including methods to be used to complete the project
- ___ Photos of the existing area of work to be affected
- ___ Drawings, spec sheets, samples of materials and paint colors
- ___ Itemized cost estimates of all proposed work

Terms and Conditions

- The grantee agrees to indemnify, defend and hold harmless, the Czech Village/New Bohemia Urban Main Street District (hereinafter CV/NB Main Street) and Main Street Iowa, including its board members, donors, agents and employees from any liability loss, judgment, cost, including attorney fees, injury, damage or other expense that may be incurred by CV/NB Main Street or Main Street Iowa, or claimed by any third person against it as a result of the funding of the above-named project or any action or non-action taken in connection with the grant award and the project for which the grantee was awarded the grant.
- The Main Street Improvement Grant award will pay for eligible project costs at the discretion and recommendation of the Design Committee and as approved by the CV/NB Main Street Board. Eligible costs include: 1. Permanent building improvements ("Bricks and mortar") 2. Technical assistance (architect/engineering fees, etc.) 3. Art, or as determined to be eligible by the CV/NB Main Street Board and/or Design Committee.
- Grant monies must be used exclusively for the purpose identified in this application and as outlined in the project cost estimate.
- Grant monies require 1:1 matching funds from the Grantee. 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.
- All work must be completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the National Park Service's Preservation Briefs, where applicable. All work must be completed according to any additional direction or stipulation approved by the CV/NB Main Street Board and/or Design Committee
- Grantee shall follow all applicable building codes and ordinances, obtain a building permit (if required by local jurisdiction) and follow all necessary procedures (i.e. review by the Design Review Technical Advisory Committee).
- Any change to the scope of the project must be submitted in writing to the Chair of the CV/NB Main Street Design Committee for prior approval.
- All work funded by this grant 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. Extension requests must be submitted in writing to the Chair of the CV/NB Main Street Design Committee, before the end of term.
- An Application for Payment is due within 60 days of the project completion, which shall include copies of invoices/receipts for all expenses, and photographs of the completed work.

- Property shall not have any mechanics liens associated with this project in place at the time of Application for Payment.
- Decisions by the CV/NB Main Street Board and/or Design Committee shall be final.
- Grantee affirms to abide by decisions made by the CV/NB Main Street Board and/or Design Committee.

Initials _____

The information submitted with this application is true and accurate to the best of my knowledge.

I have read and understand the terms and conditions of the 2018 Main Street Improvement Grant and agree to abide by its terms and conditions.

I understand that any variance from the agreed upon terms and conditions, without prior approval from the CV/NB Main Street Board and/or Design Committee, will result in forfeiture of all grant monies.

Applicant Signature

Date

Main Street Office Use

_____ **Approve**
Notify, and obtain signatures on certificate of approval

Date

_____ **Reject**

Date