



## 2018 MAIN STREET IMPROVEMENT GRANT Program Details

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

### **Purpose**

The Czech Village/New Bohemia Urban Main Street Neighborhood (CV/NB Main Street) seeks to provide business owners and sponsored tenants with assistance to permanently improve their structures and property 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. Without the Jelinek family's generous support of the CV/NB Main Street district, 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

***Deadline for submitting a grant application is on or before 8:00am, March 19, 2018. Grants will be awarded on April 17, 2018.***

Grants will be offered for amounts up to \$1,000 and require 1:1 matching funds from the Grantee. NOTE: Grant funds provided as a reimbursement.

**ALL GRANT FUNDS WILL BE AWARDED DURING THIS ONE TIME APPLICATION PERIOD.**

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.

There is no limit on how many grants will be given to properties of the same owner. However, the goal of the program is to bring improvement to the entire district. Multiple requests and awards to the same owner may be taken into consideration by the CV/NB Main Street Board and/or Design Committee as a factor in the approval process.

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**

Eligible activities include: 1. Permanent building improvements ('Bricks and mortar') 2. Technical assistance (architect/engineering fees, etc.) 3. Art

Permanent building improvements included but 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 or repair that meets the requirements of the City of Cedar Rapids sign ordinance and Overlay District guidelines.
- Roofing
- Permanent landscaping, benches and sidewalk repairs
- Interior improvements that are permanent in nature
- Other repairs that improve the aesthetic quality of the property

Art:

- Art proposals may be submitted by the artist, tenant, or property owner with prior approval and should support the CVNB Main Street's mission and vision.
- CV/NB Main Street Design Committee reserves the right to approve or deny funding for art based on their determination of the appropriateness of the art within CV/NB Main Street District.
- Art installations must be permanent in nature with the expectation that art as installed will remain in place for at least three (3) years.
- Art installations should be outdoors in a location where it can be viewed by the public without requiring special access.
- Artwork may be in process but cannot have begun installation prior to grant award.
- The design committee does encourage artists to submit artwork of any nature for consideration.

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:

- 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. However, funding can be provided for specific project scope/portion that is not yet purchased or underway as long

as invoices and/or receipts can be provided for that specific portion, such as purchasing and installing windows, main entry door, painting, masonry repointing, etc.

### **Application Process**

1. Application package and guidelines can be picked up at the Main Street office 1107 3<sup>rd</sup> St SE.
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 8:00am, March 19, 2018**
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 Main Street District

### **Contact Information:**

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