FAÇADE IMPROVEMENT MATCHING GRANT APPLICATION

The City of Banks Urban Renewal Agency has allocated $30,000 that will be awarded to commercial property owners in 2024 for exterior building improvements for matching grants ($1 granted for each $1 invested by the applicant) to help offset the costs of exterior improvements to commercial buildings in the Urban Renewal District. *

This application is required for consideration for grant funding. This program uses a competitive selection process that prioritizes projects that will have a significant impact on community revitalization and business activity. Applications are scored based on the following criteria:

- Aesthetic improvement and visual prominence
- Enhances and improves the area for pedestrians (e.g., ground floor spaces)
- Attracts and supports businesses, while supporting the needs of residents in the area
- Maximizes private investment (ratio of public funds to private funds)

A total of $30,000 in funding is available provided the applicant meets the dollar-for-dollar match requirement. In the case of multiple applications, limited funds, or at the discretion of the Economic Development Commission, the matching grant awarded may be less that the amount requested.

Business Name: _____

Property Address: _____

Applicant Name: _____

Applicant Mailing Address: _____

Phone: _____ Email: _____

Property Owner Name (if different from applicant): _____

Property Owner Mailing Address: _____

Property Owner Phone: _____

Does the applicant business have a Banks business license? Y ☐ N ☐

Describe your proposed project in detail below included any concept plans.

_____

_____

_____

Please check any components that would be upgraded or installed as part of your project

- ☐ Paint
- ☐ Awnings
- ☐ Signage (eligible only as part of a larger project)
- ☐ Windows
- ☐ Doors
- ☐ Lighting
- ☐ Cornices
- ☐ Masonry
- ☐ Screening
- ☐ Paving
- ☐ Trees
- ☐ Plants (shrubs, flowers, grasses, etc.)
- ☐ Benches
- ☐ Seat walls
- ☐ Art
- ☐ Roof Art
- ☐ Water Feature
- ☐ Fencing
- ☐ Other: _____

What is your total anticipated budget for this project? _____

Certification by Applicant

The applicant certifies that the information given in this application is for the purpose of obtaining a matching grant to help offset the costs of exterior improvements to commercial buildings in the Urban Renewal District. The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant's knowledge and belief. The applicant certifies they will provide the required match ($1 match for each $1 invested by applicant) if awarded a grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

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Applicant Signature: _____

Printed Name: _____ Date: _____

Owner Signature (if not applicant): _____

Printed Name: _____ Date: _____

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FACADE IMPROVEMENT MATCHING GRANT GUIDELINES AND REQUIREMENTS

Summary of Steps:

1. Prospective applicants contact the City Planner to verify that their project is eligible for the grant program. Applicants may request up to $1,000 in design (in-kind) assistance for eligible projects, subject to city approval. Not all projects will require design assistance, and the cost of this service will be charged against any grant award.
2. Applicant submits Facade Improvement Matching Grant Application with Proposed Scope.
3. The committee makes award decision, approves scope and the maximum grant amount.
4. The City notifies applicant of decision and sends pre-commitment checklist.
5. Applicant submits three bids. Bids must be submitted within three months of award notification.
6. Applicant obtains necessary regulatory approvals, including those of the planning and building departments (if applicable) and meets any other conditions.
7. City issues Commitment of Funds Letter.
8. After signing a Commitment of Funds Letter, applicant will contract on their own for construction. Construction must be completed within one year of signing Commitment of Funds Letter.
9. Applicant submits paid invoices/receipts for completed work, and work is checked by city staff to confirm that it fulfills the Commitment of Funds letter.
10. Funds disbursed to applicant.

Review of Applications

Applications will be reviewed, and awards made, by the Economic Development Commission. The following factors will be considered in selecting a project for funding:

- Aesthetic improvement and visual prominence
- Enhances and improves the area for pedestrians (e.g., ground floor spaces)
- Attracts and supports businesses, while supporting the needs of residents in the area
- Maximizes private investment (ratio of public funds to private funds)

Competitive Bids

The program requires that you get three (3) competitive bids for each type of work you are doing. All contractors must be licensed by the State of Oregon. All construction contracts will be between the applicant and contractor.

The maximum total grant amount will be based on the lowest bids for all elements in the approved scope of work (as determined by the City Planner). You may choose to hire any licensed contractor to do the work, but reimbursement will be determined based on the lowest bid for that part of the work.

As you request bids, it is important to make sure that the contractors are bidding for the exact same work, and that the prices quoted will still be valid when work begins. You are responsible for obtaining all required permits. City staff can help identify city permit requirements.

Letter of Commitment

The Commitment of Funds Letter will outline additional terms and conditions of the matching grant and will serve as the legal commitment of both parties as to the scope and quality of work and the amount of funds committed. Any work deviating from the approved scope of work must conform to the Commitment of Funds Letter and must be pre-approved by the City Planner in order for the work to be eligible for reimbursement.

Grant funds will not be disbursed for work completed before a Commitment of Funds Letter is provided. Grant funds will be disbursed upon completion, and subject to final inspection and approval by the City Planner.

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The Commitment of Funds Letter must be signed and returned to the city within two months of receipt, or it is void.

Reimbursement of Funds

Prior to reimbursement of funds, all completed work will be reviewed by the City Planner to compliance with the Commitment of Funds Letter. The final disbursement of funds will be held until the exterior of the building is “picture ready” and considered complete by the City Planner, including in the case of projects that are larger than the required match.

The Urban Renewal Agency Director (City Manager) or his/her designee may make minor exceptions to the program guidelines.

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