

**~~Façade Improvement Grant Fund~~ Business Improvement Fund**

**Program Overview**

The Town of McCordsville’s ~~Façade Improvement Grant Fund~~ Business Improvement Fund is designed to stimulate investment and initiate aesthetic and functional ~~façade~~ improvements. ~~along Broadway from CR 750 West to CR 600 West, one property deep.~~ The program is administered by the Town’s Redevelopment Commission (RDC). All completed applications will first be reviewed by Town staff for adherence to architectural and design standards and will be followed by a full review by the RDC before a final decision regarding funding is made.

Awards will be made ~~yearly~~ on a first-come, first-served basis until the funding is depleted.

**Program Objectives**

The objective is to restore and develop a thriving, lively commercial atmosphere ~~along the Broadway Corridor~~ within the Town of McCordsville. The ~~Façade Improvement Grant Program~~ Business Improvement Fund is designed to assist business and property owners who want to make improvements to their storefronts, ~~and~~ buildings and other infrastructure.

**Eligibility Requirements**

To participate in the ~~Façade Improvement Grant Program~~ Building Improvement Fund, an eligible property must:

* ~~Be located within the Program Boundaries (see map).~~
* Have commercial activity as its primary purpose and employ 25 or less employees.
* Including, but not limited to traditional retail and specialty shops, services, food establishments, ~~and~~ professional offices and not-for-profits.
* Not be delinquent in property taxes, liens or fines.
* This requirement applies to both property and applicant.
* All work must comply with existing zoning and design regulations or have been approved for a variance by the Board of Zoning Appeals (BZA)or other appropriate municipal body.
* All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with any ~~the façade~~ renovation or improvement.
* Applicant is responsible for all construction management and contracting work as well as obtaining any necessary building permits and comply with all applicable local, state, and federal codes.
* Grant reimbursements will be made after the project has been inspected for compliance with the approved design. First priority is placed upon projects that are submitted for evaluation in advance of construction. Projects which have been completed may apply for reimbursement from the RDC in arrears and may or may not be funded.
* ~~Façade improvements must be completed within 12 months of grant award.~~ . If awarded a monetary contribution, the applicant must complete the project within 12 months of the documented monetary award date. One extension not to exceed six (6) months may be requested. Failure to complete the project by the specified completion date will result in forfeiture of the provided funds.
* Projects completed prior to Fund application may receive funding if approved by the RDC.
* Improvements must provide some form of larger benefit to the Town.
* Tenants must submit applications with a signed consent form from the property owner.
* If a building is a multi-tenant building, the applicant must be the owner of the building or tenant with the consent of owner. ~~and the façade improvements would apply to the entire building.~~

**~~Types of Grant Funding~~**

**~~Exterior Façade Improvements:~~**

* ~~A 50 percent reimbursement up to $5,000 of the actual costs for the façade and/or related exterior rehabilitation. Applicants must match the grant amount with funding from other sources. For example, the project total is $6,000. The Town would grant $3,000 and the grantee would match the remainder.~~
* ~~A 50 percent reimbursement up to $1,500 for exterior painting. Applicants are highly encouraged to utilize paint that will last for a significant amount of time, such as 10 years. Applicants must match the grant amount with funding from other sources.~~

**~~Sign, Awning, Lighting Improvements and Landscape Improvements:~~**

* ~~A 50 percent reimbursement up to $2,500 of actual costs associated with the replacement of existing façade signage, awnings, and/or lighting, or installation of new façade signage, awnings or lighting. Funding will not apply to monument signs or any other signage not directly on the façade. Applicants must match the grant amount with funding from other sources. For example, the total sign cost is $4,000. The Town would grant $2,000 and the grantee would match the remainder.~~
* ~~A 50 percent reimbursement for up to $500 for landscape improvements. Applicants must match the grant amount with funding from other sources.~~

**Eligible Activities**

Items include, but are not limited to:

* Repair to building exterior facades;
* Masonry repair;
* Cleaning of building exterior;
* Exterior painting;
* Cornices, entrances, door, windows, decorative detail, awnings, canopies and other architectural elements as determined by staff;
* Signs, window display areas;
* Lighting or similar enhancements;
* Landscape improvements which are permanent in nature (trees, bushes, etc.) and must be within 10’ of the primary frontage of the wall.
* Infrastructure improvements .
* Other repairs which may improve or restore the aesthetic and/or historic quality of the building.
* Other improvements deemed beneficial and approved by the RDC.

**Ineligible Activities**

Items include, but are not limited to: **Should these still be ineligible?**

* Interior improvements;
* Roofing;
* Additions to existing structures;
* Sidewalks;
* Purchase of furnishings or equipment;
* ~~Improvements completed or in progress prior to notification of approval;~~
* Repair or creation of features not compatible with original architecture;
* Permit fees.

**Application Process**

* **Pre-Application Meeting**: All potential applicants are required to meet with the Town’s Director of Planning and Building to review the application package prior to the application submission.
* **Application Submission**: In addition to the completed Building Improvement Fund application, ~~Façade Improvement Grant Application~~, all applications must include:
* Current photographs of the property to be improved (at least one photograph ~~per façade~~).
* If the property is considered historic, historic photographs of the property to be improved (when available).
* Detailed project plans and specifications, including a written description of improvements to be made indicating project materials, finishes and colors to be used. Please include an indicator on the actual plans of where on the façade the improvements will take place. This can be an arrow, a dot, etc.
* Samples of all materials and surface applications to be used in the rehabilitation (i.e. paint, awning color/material, and any other finishes or treatments).
* Copies of receipts or other documentation showing personal property, business property and real estate taxes paid in full is required to be eligible for program funding and is to be submitted with the completed application. If unable to provide receipts, documentation may be obtained by the applicant from the Hancock County Treasurer’s Office (317-477-1152).
* Itemized cost estimate for work to be completed by the applicant. Preliminary cost estimates from at least two (2) contractors.

**Application Deadline**

* Applications will be accepted throughout the year upon notification to be placed on the RDC agenda. Applicants must present their Building Improvement Project in person or via virtual means, whichever is appropriate at the time designated by the RDC. ~~twice a year. The first application deadline is January 31~~~~st~~ ~~and the second application deadline is June 30~~~~th~~~~. All application materials, completed in full, must be received no later than the above dates. Applications submitted after Jan. 31 or June 30 will not be considered unless the~~ ~~Redevelopment Commission formally extends the application deadline.~~ Applications should be submitted to:

McCordsville Building Improvement Fund

c/o Tonya Galbraith

6280 W. 800 N.

McCordsville, IN 46055

tgalbraith@mccordsville.org

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**McCordsville Building Improvement Fund Application ~~Façade Grant Program Application~~**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach the following supporting documents:**

**Appendix 1.** Project description, including architectural renderings, where applicable. Samples of all materials and surface applications to be used (paint chips, awning color and material, brick or other finishes).

**Appendix 2**. Photos of existing building and close-up photos of areas to be improved. Before and after photos of the building will be required prior to payout.

**Appendix 3**. Professional cost estimates from contractors, architects, and tradesmen. Be sure to include cost estimates for both the materials and labor.

**Appendix 4.** Written permission of building owner, if the applicant is not the owner.

**Appendix 5.** Proof that all property taxes are current. Complete and return to: McCordsville Building Improvement Fund ~~Façade Improvement Grant Program~~, c/o Tonya Galbraith, 6280 W. 800 N., McCordsville, IN 46055, or email [tgalbraith@mccordsville.org](mailto:tgalbraith@mccordsville.org) or [building@mccordsville.org](mailto:building@mccordsville.org) with questions.

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TO BE FILLED OUT IF GRANT AWARD IS MADE

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Applicant Signature Town Manager or Planning Director Date of approval

Grant Applicant Town Manager or Planning Director Approval date