



Chehalis Community Renaissance Team Beautification Micro-Grant Program



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INTRODUCTION & INSTRUCTIONS

The Downtown Beautification Micro-Grant Program will be offered by the Chehalis Community Renaissance Team (CCRT), a Main Street community. This program will be offered to downtown business and property owners who desire to make eligible small-scale improvements to the facade of their buildings. CCRT works to promote revitalization and offers technical, as well as financial assistance to assure our historical buildings and district are preserved, maintained, and rehabilitated properly.

The program will be managed by CCRT Executive Director with direction and assistance from the Economic Restructuring Committee. These beautification efforts and improvements will enhance the physical image of the downtown as a quality place to shop, work, walk, invest in, and live. Improvements result in a reinvestment of public and private dollars downtown.

A. Who is eligible?

1. Owner(s) of a business - Each business is eligible for up to 50% match of improvement costs including design, to a maximum of \$250 total grant funds;
2. Owner(s) of a commercial building - Each building is eligible for up to 50% match of improvement costs including design, to a maximum of \$250 total grant funds;
3. If a property is leased or purchased under contract, all parties to the lease or contract must agree in writing to the improvements.
4. Eligibility is based on property. A property owner with multiple properties may apply for funds to improve each property. A business owner with multiple storefront business facades may apply for funds to improve each business.
5. Business/building must be located within CCRT's "Main Street Program" Area (see attached map).

B. What is eligible?

Eligible facade expenses may include, but are not limited to landscaping (soil, flower pots, etc.), signage, sandwich boards, art, exterior lighting, exterior cleaning and window storefront display improvements that are visible from rights-of-way.

C. What grant funds are available?

1. CCRT has a total of \$4,000 available during the 2018 micro-grant round.

D. When will grants be available?

CCRT will begin awarding grants on March 1, 2018. The application process will be open for as long as funding is available through December 31, 2018.

E. What are the limitations?

1. Funds are intended for improvements to exterior facades of buildings only. The term "improvement" in this program also includes: rehabilitation, restoration, maintenance, as well as new improvements.
2. Facades must be visible from right-of-way. Interiors, roofs, and facades not visible from public right-of-way

are not eligible for a grant.

3. Funds are intended for future work to be performed, not work completed. Only those costs for project design completed may be included in the project budget submitted for the grant.

F. What is the Commitment & Project Schedule?

1. The applicant (building or business owner) must agree to complete the project in a timely manner. CCRT Board approval of an application qualifies a project for reimbursement.
2. The applicant has 30 days from the date of acceptance to commence work on the project. If the work has not commenced by that time, the applicant must notify CCRT in writing of the delay and the intent to either:
 - a. Withdraw from participation in the program without reimbursement for any out-of-pocket expenses; or
 - b. Initiate work by a proposed date (if agreed to and accepted by CCRT with a project completion date no later than 90 days from the original date of acceptance.
3. The project must be completed within 60 days of acceptance unless a time extension is approved.
4. A project started before the design is approved and grant awarded will not be approved, in which case the applicant must bear the full cost of the project or the cost of a redo that meets the design guidelines.
5. Changing the design without CCRT and City approvals voids the agreement and leaves the applicant(s) totally liable for the cost of the project, including reimbursement for architectural fees.

G. What is the application process?

1. Applicants are encouraged to talk to the City Planning Department early on regarding their project if necessary to determine what City applications and permits are needed for their project.
2. Submit Grant Application and materials to info@experiencechehalis.com.
3. Economic Restructuring Committee (ERC) reviews all applications for a recommendation. ERC presents recommendations to CCRT Board.
4. The CCRT Board makes final decision for award of grants. Executive Director notifies grant applicants of the grant awards.
6. If not already in hand, the applicant is required to obtain all approvals, permits and/or letters of exemption from the City prior to the beginning of work. Failure to obtain City approvals, permits, or letters of exemption prior to beginning work will likely jeopardize some or all of the grant reimbursements for project costs.
7. Within 30 days of project completion, the applicant must submit photographs of the completed project and receipts showing payment for all project expenses to the ERC who reviews and makes a recommendation for payment.
8. A reimbursement check equal to 50% of the approved project expenses (not to exceed \$250 per project) will be made payable in the name of the applicant(s) as stated on the grant application form.

H. What is included in the application?

Initial application submitted to the ERC must include:

1. Micro-grant application completed,
2. A Micro-grant Agreement with signatures of the building owner (or owners) and applicable business/tenant

with a designated storefront,

3. Architectural rendering of the design, or other materials to portray the improvement(s) proposed in necessary.
4. Contractor bid estimates for proposed work and actual invoices for costs of the design work ,

I. **Program Administration**

The ERC is responsible for overseeing design review of all applications and is responsible for administration of the Micro-grant Improvement Program. The CCRT Board awards grants and has final authority for the disbursement of funds.

PLEASE ADDRESS THE FOLLOWING IN YOUR GRANT APPLICATION

J. **What are the criteria for rating grant applications?**

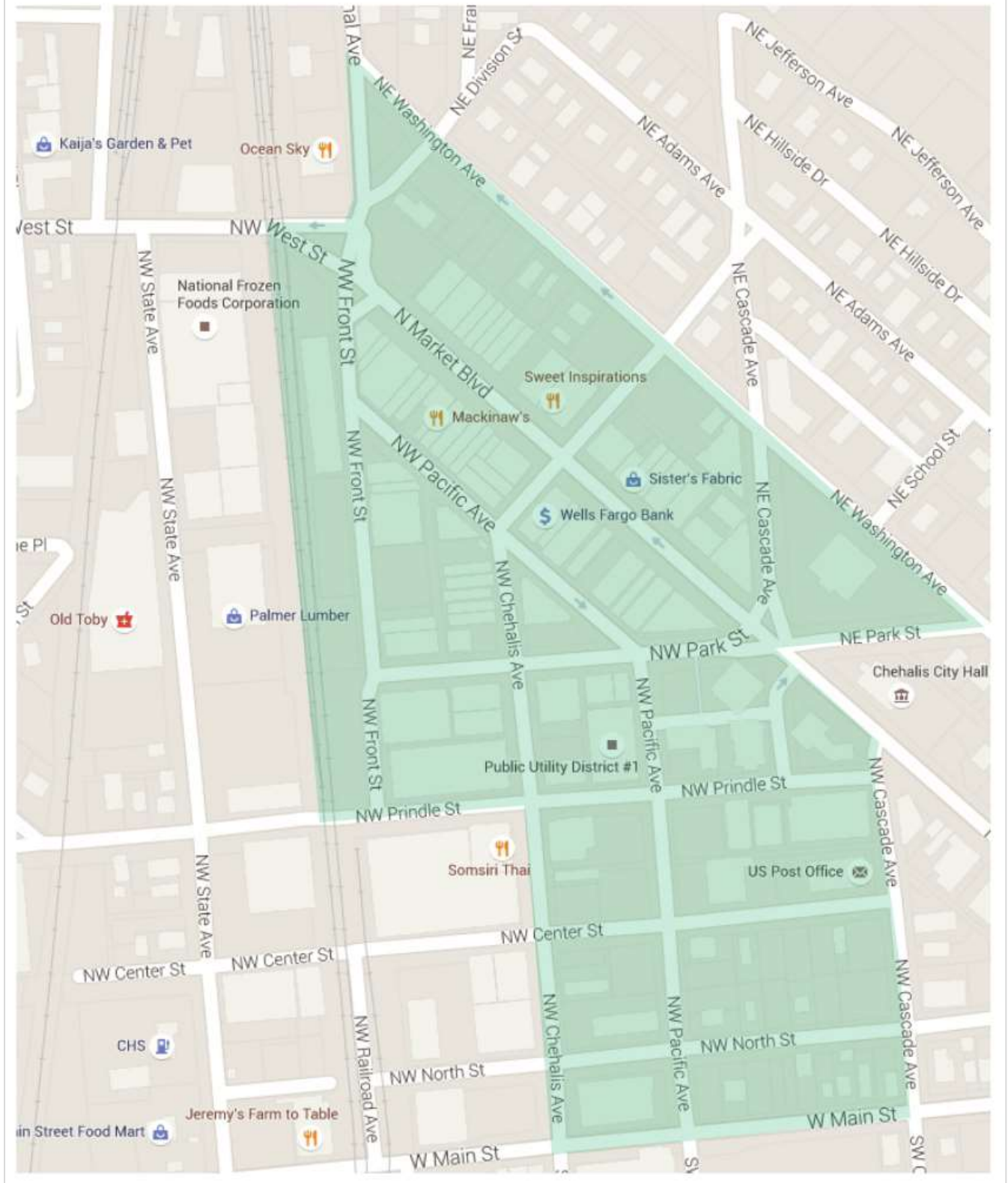
Award of a grant is a discretionary decision by CCRT based on the criteria below. Award of grants may also be competitive should there be more quality projects than funds available.

1. **Consistent Design.** The applicant must demonstrate that the design is consistent with all grant applications associated with that building. A single building with more than one storefront business or facade is eligible for funds for only one design, but each independent tenant business' storefront (must have a separate mailing address and direct entrance off the street) is eligible for grant funding. A store with a front and a back door counts as just one storefront.
2. **Historic Character.** The project will rehabilitate a building or business storefront in keeping with the historic character of Chehalis.
3. **More bounce for the ounce.** Project will make a noticeable improvement to the downtown.
4. **Location.** Project is located in the Main Street service area.
5. **Qualified Professionals and Contractors.** It is preferred that the project will include qualified professionals and contractors with experience. However, sweat equity may be considered in the total project costs, if the applicant demonstrates the knowledge, skills and experience in performing work associated with the project.
6. **Completed Application.** Those grant applications that are complete will have preference over those that do not; first-come, first-approved.
7. **Ready for Start.**
 - a) If a sign and/or building permit is required, a project that has received a sign and/or building permit approval or a determination that the project is exempt from a sign and/or building permit will have preference over those that do not yet have approval or exempt determination.
 - b) The project is shown to have a viable schedule for completion within 60 days of award of grant.
 - c) All signs should comply with the codes listed in Chehalis Municipal Code 17.86.

Need more information or resources?

- *Contact the Chehalis Community Renaissance Team at 360-345-1738 or by e-mail at info@experiencechehalis.com.*
- *Visit the City of Chehalis' website to download applicable forms at ci.chehalis.wa.us.*
- *Contact the City Planning Department at 360-345-2229 or via email at comdev@ci.chehalis.wa.us.*
- *The Washington State Office of Archeology and Historic Preservation can be reached at 360-586-3076.*

CCRT - downtown zone map



CCRT Micro-Grant Improvement Program / Project Application

Date Received: _____

PROJECT NAME			
GRANT FUNDS REQUEST	\$		MAX. \$250 & 50% MAX. MATCH
PROJECT DESCRIPTION			
SITE ADDRESS			

APPLICANT	<input type="checkbox"/> BUILDING OWNER <input type="checkbox"/> BUSINESS OWNER/TENANT		
NAME:			DAY PH.
MAILING ADDRESS:			
E-MAIL:			CELL PH.

CONTACT PERSON	<input type="checkbox"/> APPLICANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER: _____		
NAME:			DAY PH.
MAILING ADDRESS:			
E-MAIL:			CELL PH.

PROJECT INFO			
START DATE		ARCHITECT DESIGN FEES	\$
COMPLETION DATE		CONSTRUCTION & MATERIALS	\$
MATCH %	50%	*OTHER COSTS	\$
MATCH REQUEST	\$	TOTAL PROJECT COST	\$

**Clarify other costs in your application.*

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Micro-Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront,
2. Architectural rendering of the design, or other materials to portray the improvement(s) proposed.
3. "Before" photograph(s),
4. Design boards and/or materials, paint sample chips or other sample materials,
5. Contractor bid estimates for proposed work and actual invoices for costs of the design work,
6. Explanation of how the proposed project meets the criteria for award of a grant. See Section J. of Introduction and Instructions.

CCRT Micro-Grant Improvement Agreement

The undersigned building owner(s) and business owners/tenants(s) acknowledge the applicant as _____ and affirms that:

Applicant name(s)

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the Chehalis Community Renaissance Team's Beautification Micro-grant Program: introduction, requirements and conditions.
3. I (we) agree to comply with all requirements and conditions.
4. Grant award may be noted in CCRT social media and press releases.

A. Printed Property Owner Name*: _____

Address: _____

Phone: _____ **Email:** _____

Property Owner Signature: _____ **Date:** _____

*Owner as determined by the Lewis County Tax Assessor's Office

B. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

WA ST Business License #: _____

C. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

WA ST Business License #: _____

D. Printed Business Owner/Tenant Name: _____

Address: _____

Phone: _____ **Email:** _____

Business Owner/Tenant Signature: _____ **Date:** _____

WA ST Business License #: _____