



Round 2

About the Grant

The MainStreet Cleveland Property Enhancement Grant seeks to encourage building owners and tenants to invest in properties located within the MainStreet Cleveland footprint (see exhibit A), by financially assisting with building needs that serve an appropriate public purpose and benefit. Acceptable proposals include exterior building renovations or other projects that contribute to public safety. The intention is to stimulate building improvements while being mindful of the historical significance and uniqueness of this district. Replacing awnings, damaged, boarded or bricked-up windows, improving storefronts and upper level facades, repainting or removing paint from buildings that have been previously painted are all considered to be important priorities. Positive building appearance has been proven to increase property values, improve the marketability of space within the building and attract new businesses, residents and visitors to an area.

The MainStreet Cleveland Property Enhancement Grant is a reimbursement program and requires that the building owner or tenant contribute a matching amount to the grant awarded. The maximum grant amount awarded is \$10,000 (unless the Grant Committee votes otherwise).

Timeline

Applications are due by 4 p.m. on December 6, 2019 and awards will be announced by December 19, 2019. All proposed work must be completed no later than November 30, 2020.

The applicant (either building owner or tenant) must be prepared to advance all committed grant funds requested on the application with the understanding that reimbursement will not be made by MainStreet Cleveland until the entire project is complete and contractors are paid in full. Completion date is no later than November 30, 2020.

Eligibility

To qualify for the MainStreet Cleveland Property Enhancement Grant, the building must be located within the MainStreet Cleveland footprint as illustrated in “Exhibit A”. The applicant must either be the building (property) owner or tenant; however, if the applicant is the tenant, the property owner must provide written permission for any improvements.

Exterior building improvements may consist of the following: awnings; painting (excluding previously unpainted masonry, unless approved by Grant Committee); paint removal (sandblasting is not acceptable); storefront renovations; window repair/replacement; door repair/ replacement; signage; exterior lighting; masonry repair/tuck pointing; cornice repair/replacement; gutter and downspout repair/replacement; and parapet repairs.

Eligible interior improvements include sprinklers and other fire separation improvements or similar enhancements which provide an appropriate public benefit contributing to public safety. Other improvements may be considered upon request.

Project improvements should be above and beyond general maintenance items.

Examples of activities that would be considered ineligible include: landscaping; parking lots; interior renovations; temporary, portable or non-permanent improvements; new building construction; property acquisition; refinancing of existing debt; payment of delinquent taxes; and improvements in progress or completed prior to grant approval. Grant funds may not be used for professional and permit fees.

Recipients of a Property Enhancement Grant in Round 1 are ineligible to apply.

Building improvements shall reflect the architectural integrity of the entire building and the neighboring traditional street scape. The sides of buildings (secondary facades) which are highly visible from nearby streets or public parking areas may be included in and are encouraged to be part of the building improvements. Participants are encouraged to follow the standards set forth in the Secretary of the Interiors Standards for Rehabilitating Historic Buildings where applicable. The standards are available online at the following website: <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

Administration

The MainStreet Cleveland Property Enhancement Grant will be managed by the MainStreet Cleveland Board of Directors. Grant applications will be reviewed and approved by the MainStreet Grant Committee. Priority consideration will be given to MainStreet members as well as projects that will produce the highest impact towards achieving the goals previously noted.

Application Process

The grant application process can be broken down into the following steps:

Step 1: Complete an application and include the required attachments as listed on the application.

Step 2: Submit the completed grant application by 4 p.m. on **December 6, 2019** to:

Sharon Marr, Director
MainStreet Cleveland
160 2nd Street, NE
Cleveland TN 37311

Or Mail to:

MainStreet Cleveland
PO Box 304
Cleveland, TN 37364-0304

Email: mainstreet@clevelandtn.gov

Confirmation will be sent once application has been received.

Step 3: The application will be evaluated and notification of approval given on or before December 19, 2019.

Step 4: Once approved, all work must be completed by November 30, 2020. Any changes necessitated while the project is under construction must be approved by the MainStreet Grant Committee prior to installation. All construction must be done in accordance with applicable codes. It is the responsibility of the building owner, tenant or their designee to obtain any applicable building or sign permits. All construction management shall be the responsibility of the applicant.

Step 5: The improvements are inspected to verify that the submitted plan has been followed and construction completed satisfactorily.

Step 6: Prior to reimbursement the applicant must submit to the MainStreet Grant Committee all project receipts and proof of payment.

Open Records

MainStreet Cleveland or any duly authorized representatives shall have access to any books, documents, papers, and records which are directly related to the grant program for the purposes of monitoring, auditing, examination, excerpts and transcripts. All records supporting the costs and components of the program assisted improvements shall be maintained for a period not less than three (3) years following project completion.

MainStreet Cleveland expressly reserves the right to reject any or all applications or to request more information from the applicant.

Zoning

All projects are subject to all State/Federal and local zoning and/or building codes, design and guidelines. It is the contractor's responsibility to meet and verify all requirements to perform work associated with these projects.

Protecting the Investment

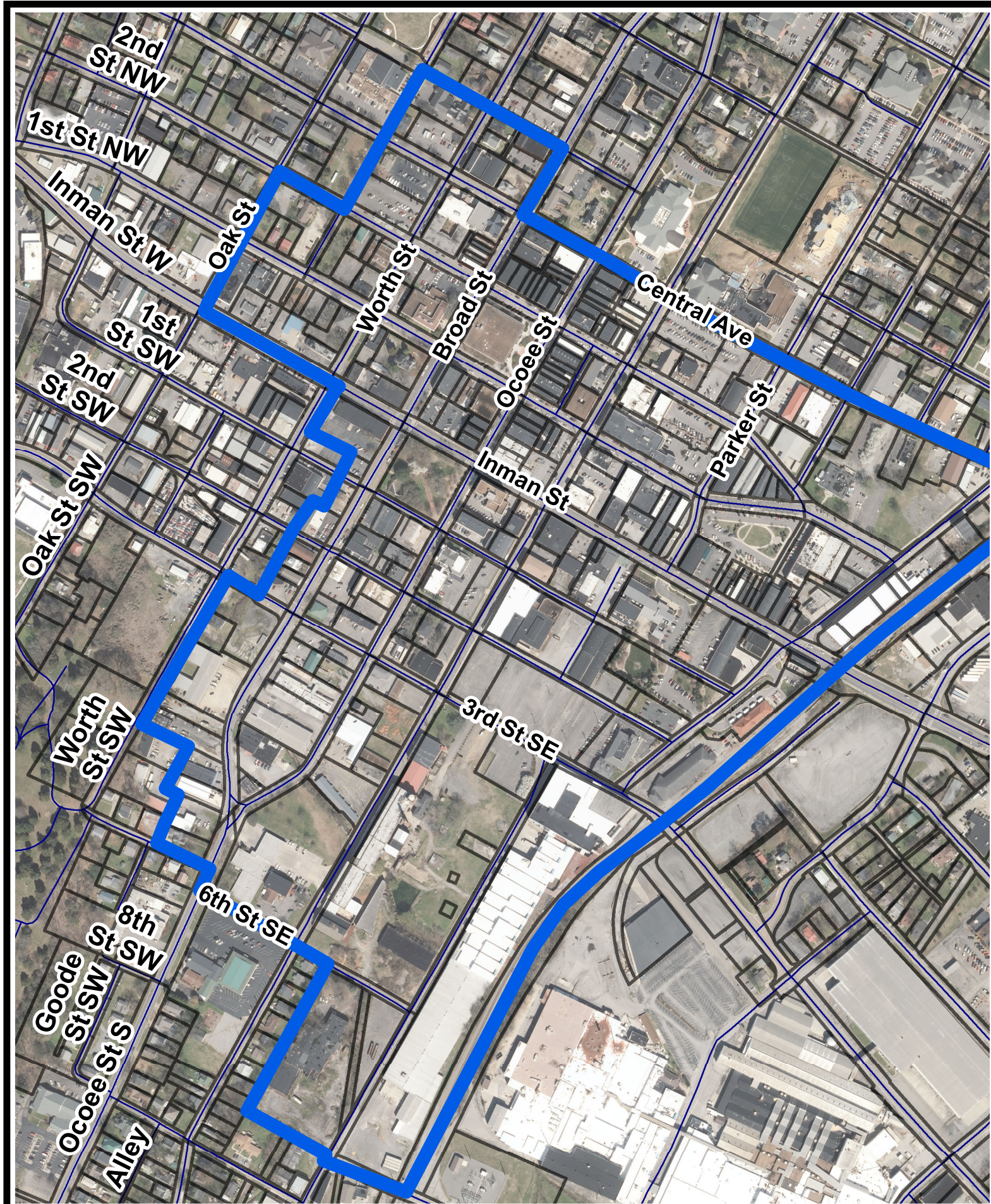
Grant recipients are obligated to maintain a Mainstreet Cleveland membership for a minimum of 5 years.

It is not the intent of the program to allow the selling of the property and profiting from the MainStreet Cleveland funded improvements. The owners must repay the program **if** they sell the property within five (5) years. Part of the owner's obligation is forgiven each year they own the property.

Repayment Schedule If Not Retained:

0-12 Months	100% repayment
After 1 year	80% repayment
After 2 years	60% repayment
After 3 years	40% repayment
After 4 years	20% repayment

MAINSTREET TARGET AREA



MainStreet Cleveland
Sharon Marr, Director
160 2nd Street, NE
Cleveland, TN 37311
423/479-1000 or 423/593-3098
mainstreet@clevelandtn.gov

MainStreet Cleveland Property Enhancement Grant

Application

****Projects must be completed by November 30, 2020****

Applicant & Property Information

Street Address where work will be performed (must be in MainStreet Cleveland Footprint):

Property Tax Map Number: _____ Group: _____

Parcel: _____ Year Built: _____

Applicant Name:

Name of Business:

Type of Business:

Mailing Address (if different from street address):

Telephone: _____

Email:

Are you a 2019 MainStreet Member? _____

Were you a MainStreet Member in previous years? _____

Property Owner (if different from applicant):

Owner Mailing Address:

Telephone:

Fax:

Email:

If the applicant is different from the building owner, please attach a letter from the owner expressing approval of the proposed project.

Project Information

- A. Please provide a brief description of the project:

- B. Will the project address existing facade deterioration? Please describe the existing condition(s) and proposed method of correction:

- C. Will the project preserve any exterior historic architectural elements or restore architectural elements once removed? If so, please describe how (including preservation methods to be utilized):

- D. Summary of type of improvements proposed (check all that applies):

- | | | | |
|-------------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Repainting | <input type="checkbox"/> Cornice/P | <input type="checkbox"/> Paint Removal | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Storefront | <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Awnings | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Other _____ | | |

- E. 1. Estimated Total Cost of Improvements: \$
2. Total Reimbursement Requested: \$

- F. 1. Proposed Project Start Date:
2. Proposed Completion Date: _____
3. Contractor Information:
- _____

G. Other Comments:

Required Attachments

A. Proof of Owner Permission for Project Attached (if applicable):

☐ YES ☐ NO

B. Color Photo(s) of Existing Building Façade(s) Attached:

☐ YES ☐ NO

C. Building Elevation or Renderings Attached (if applicable):

☐ YES ☐ NO

D. Color Samples & Product Specifications Attached:

☐ YES ☐ NO

E. Cost Estimates Attached:

☐ YES ☐ NO

Statement of Understanding

I, (We) as applicant/owner of record make this application to the MainStreet Grant Program for matching grant funds to be used for exterior improvements to the building listed on this application. I understand that participation in the program requires me to follow program guidelines that govern improvements made under the program, including those improvements made with my portion of the project cost. I am willing to comply with program guidelines, timelines and execute required materials. I understand that the guidelines are in addition to, and do not supplant, local, state and federal regulations. I further declare that I understand that this is a reimbursable grant program, meaning that successful applicants must undertake and incur the costs for grant funded projects prior to receiving actual grant funds and that all work must be completed and consistent with the approved scope of work prior to reimbursement and be an active participant in the program process from beginning to end. I understand my obligation to maintain a Mainstreet Cleveland membership for a minimum of 5 years. I intend to retain the property/business for a minimum of five (5) years. If not, I am prepared to repay MainStreet Cleveland in the amount of the schedule outlined in these application guidelines.

Signature: _____ Date: _____

Office Use Only

Date received: _____ On Site Meeting: _____

Date of Application Approval Granted/Denied: _____

Application Approved in the amount of \$ _____

Amount Paid: \$ _____ Date Paid: _____