

Curb Appeal Assistance Program

This program is designed to help existing businesses within the LDDA district by assisting with the costs associated with curb appeal improvements. The goal of the grant program is to increase the appeal of storefronts and encourage pedestrian activity within the district by assisting with the purchase of **high quality, outdoor furniture and other products that are safe and long lasting.**

The Curb Appeal Assistance Program offers financial assistance in the form of a reimbursable matching grant of up to \$5000 to the property owner or business owner for eligible expenses associated with the improvements to the business' storefront curb appeal.

Reimbursable matching grant means the applicant can invest up to \$10,000 in eligible expenses to receive the full \$5000 grant. Any amount below the \$10,000 will also receive the match. For example, \$3,000 in expenses would receive \$1500, \$2,000 in expenses would receive \$1,000, etc.

Eligible Items:

Tier 1

New awnings where awnings do not currently exist.

Sidewalk café improvements (high quality tables, chairs, benches, fencing, lighting etc.) – These items must be approved by LDDA and city.

Sidewalk café permit (Right of way use permit)

Sidewalk signs – These items must be approved by LDDA and city.

Sidewalk sign permit

Planters and plant materials

Tier 2

Replacement awnings

Façade painting (only the sidewalk facing portion of the building is eligible). Painting must be preapproved by either LDDA or historic preservation.

Signage – Signage requires city permits and either LDDA or historic preservation approval

Eligibility Requirements:

Projects must be located within the LDDA district (see attached map)

Total grant funds are limited to \$50,000 for fiscal year 2024 (until September 2024). If applications exceed total grant funds available for the fiscal year, the LDDA board of directors may choose to provide additional funds. Otherwise, the grant would sunset until funding becomes available in subsequent fiscal years.

All applicants are encouraged to have a preapplication call/meeting with LDDA staff to determine eligibility before applying. Funding requests will not be considered until all required documentation is submitted to the LDDA office. Application packets must include:

1. Completed and signed Curb Appeal Grant application
2. City permit applications as applicable
3. City approvals of design as applicable
4. Photos of proposed products/materials to be purchased – these must be of high quality to withstand weather and provide safety. Consult LDDA staff.
5. Photos of existing conditions
6. List of estimated costs for products/materials

Approval of Funding Request:

Once eligibility is verified and all required documentation has been submitted, LDDA staff may administratively approve the grant. Tier 2 items may require LDDA board approval.

The LDDA Board reserves the right to approve or deny any grant application at any time if, in its sole and absolute discretion, it determines that the business will not advance the goals and objectives established for the LDDA district.

Procedure for Reimbursement:

Once the project is completed and a certificate of completion is obtained (if applicable), the applicant shall submit a written request for reimbursement with the required documentation:

1. Copy of all permit fee receipts if applicable
2. Copies of invoices of eligible expenses
3. Copies of payments of invoices eligible expenses

Reimbursement checks may take up to 10 business days to be issued.

Expiration of Grant Award

Applicants must complete the program within six (3) months from the date the LDDA approves the grant request, or the funding will expire. Extensions may be granted by the LDDA Board under special circumstances.

LDDA Curb Appeal Grant Application

Section 1: Applicant Information

Applicant status: Property owner _____ or tenant _____

Applicant Name: _____

Applicant Business Name: _____

Applicant Mailing address: _____

Contact phone number: _____

Contact Email: _____

Section 2: Property & Business Information

Project Address: _____

Building's existing use: _____

Section 3: Grant Information

Proposed costs of grant eligible items: _____

Check all that apply:

Tier 1

_____ New Awnings

_____ Sidewalk café improvements (tables, chairs, benches, fencing, lighting, etc.)

_____ Sidewalk café permit (right of way use permit)

_____ Sidewalk signs

_____ Sidewalk sign permit

_____ Planters and plant materials

_____ benches, other curb/storefront décor : _____

Tier 2

_____ Replacement Awnings

_____ Façade Painting

_____ Signage

Additional documentation:

- Photographs of existing exterior (in digital format)
- DETAILED cost estimates for the type of work/items requesting reimbursement in the form of the LDDA grant. (Refer to grant details)

Section 5: Grant Conditions

The goal of the Curb Appeal Grant is to beautify storefronts and create more pedestrian activity and walkability. Grant awards are based on first come first serve. However, Tier 1 items and applications will get priority.

If approved, applicant will receive an approval letter with grant award amount and applicable deadlines.

Grants are reimbursed, not given at time of award. All eligible expenses are matched at fifty cents on the dollar. Meaning \$10,000 worth of eligible expenses would qualify for a \$5,000 grant.

Grant awards expire 3 months after award letter date. Applicants will have to reapply if the project is not completed within 3 months unless the applicant contacts the LDDA and requests an extension. LDDA will not provide the applicant with additional grant expiration notification other than the initial award letter. After 3 months, the applicant would have to reapply for the grant, and funds are not guaranteed as the grant budget each year is limited.

Property must be current on property tax payments and be free of code violations.

Section 6: APPLICATION CHECK LIST

___ Application (signed by applicant and property owner)

___ Existing Photographs

___ Cost estimates of work/materials

Section 7: Required documents for reimbursement.

- Business W-9 (Required for the grant payment)
- Itemized invoices for items purchased.
- Proof of payments for those invoices (copies of cancelled checks/credit card receipts, paid invoices/receipts, etc)

Section 8: Reimbursement process

Once all the required documents have been submitted to the LDDA office, LDDA staff will review the invoices, compare to the estimates provided as part of this grant application, and determine the eligible items for matching grant reimbursement.

Grant reimbursements may take up to 10 business days to process.

Section 9: Required signatures

Applicant's Signature: _____

Date submitted to LDDA: _____

LDDA Office use only:

Date received by LDDA Staff: _____

Application submitted is complete: YES NO

If no, missing documents include:

Missing documents requested on: _____

Received on: _____