



## Small Business Façade Improvement Program 2013 Application

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Thank you for your interest in the Small Business Façade Improvement Program, a reimbursement grant program of *Fostering Commercial Urban Strategies (FOCUS)* at Local Initiatives Support Corporation (LISC). The Façade program was created to jumpstart retail and commercial development in Indianapolis' urban neighborhoods by providing reimbursement grants to property owners willing to renovate the street-front exteriors of their structures. The following information outlines the details of the program and includes the application. Visit [www.FocusIndy.com](http://www.FocusIndy.com) for more details about the program.

**Eligible applicants:** Any building owner or tenant of a building located in Marion County is eligible to apply. All applications from building tenants require the signature of the building owner.

**Eligible projects:** Any improvement to primary front-facing commercial facades is eligible, such as attached signage and building entrances, including but not limited to: doors, windows, signs, awnings, brick, stone, wood, or other building surface material. Mixed use (housing + commercial) development is eligible, but projects that are solely rental or permanent housing are not eligible.

**Ineligible projects:** Site improvements such as parking lots, paving, raised planters and planting areas, street trees, detached signage, fencing and railings, and improved pedestrian amenities including sidewalks, benches or bike racks are ineligible. Roof repairs and new construction projects are also ineligible. Grants cannot be used retroactively to match building improvements already in place – all repairs must occur after the grant has been awarded.

**Application:** The Building Application Form must be completed by each building owner or tenant requesting a façade grant and then returned to LISC, along with the required supplementary application documents – estimate(s) of work, project budget, drawings of work to be completed, proof of financial ability, and photos. Applicants are encouraged to seek assistance from their relevant area nonprofit development corporation when completing and reviewing the application, as this partnership will be necessary to complete the grant process. If assistance is needed to find or contact your nearest/area development corporation, please contact the LISC office.

**Selection Process:** A review panel will select awards for 2013. In general, prioritization is given to façade improvements based on the following criteria:

- Project location, especially in low income neighborhoods
- Benefit to small business(es)
- Complementary area investments
- Improvements to a struggling commercial corridor
- Impact to the front-facing façade(s) of the proposed building
- Support of minority- or women-owned enterprises
- Job creation
- Support of other LISC programs such as our targeted Sustainable Communities and the FOCUS commercial districts (Learn more at [www.lisc.org/indianapolis](http://www.lisc.org/indianapolis))

**Design Assistance:** Pro-bono architectural assistance is available on a competitive basis, which may include access to services such as drawings and floor plan sketches, property investigation and construction cost analyses. Applicants should clearly indicate whether they will require design

assistance. Architectural drawings and other design-related support materials will be requested from most applicants. A pre-application meeting with a design or architectural firm and the area community development organization may be required.

**Grant Awards:** The Façade Improvement Program will reimburse up to 50% of the total project costs with a maximum contribution of \$20,000; however, the typical award ranges between \$1,000 and \$5,000. Some awards are sourced from publicly-funded dollars, and will require additional costs and procedures related to the grant process.

**Federal Regulations and Compliance:** All projects whose total costs are in excess of \$2,000 must be prepared to comply with the federal Davis Bacon rules, including prevailing wage requirements. This may increase the labor costs of a project. Guidance will be provided to awardees to assist with this process.

**Disbursement Process:** If awarded, LISC will organize a grant agreement for awardees together with the relevant area nonprofit development corporation, who will administer the grant funds and process. An initial meeting with LISC, the neighborhood organization, and the award recipient will be required to finalize the responsibilities of all parties. The award recipient is required to give regular updates to the neighborhood organization throughout the construction process. After the project is complete, and only upon receipt of proof of payment documentation such as paid invoices and cancelled checks, the neighborhood organization will issue the matching funds to the award recipient on behalf of LISC.

**Façade Award Timeline:**

	<b>Round 1</b>	<b>Round 2*</b>
Application deadline:	January 25, 2013	May 10, 2013
Award Announcements:	March 29, 2013	June 14, 2012
Project Completion:	No later than December 2, 2013	

*\*Round 2 is subject to funding availability and may not occur if all of the available funding is awarded in Round 1.*

**Please return completed applications and address questions to:**

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317-454-8498

## 2013 Commercial Façade Improvement Program Building Application Form

CONTACT INFORMATION		
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
<b>Attachments:</b>		
<input type="checkbox"/> Itemized formal estimate(s) of work to be completed <input type="checkbox"/> Project budget reflecting all revenue sources and expenses (designate which budget items would be paid for with grant funds) <input type="checkbox"/> Proof of financial ability to match grant funds (must provide most recent bank statement or signed letter from bank on letterhead) <input type="checkbox"/> Copies of planned designs and drawings (if available) <input type="checkbox"/> At least 2 photos of building emailed in JPEG format emailed to <a href="mailto:rmcintosh@lisc.org">rmcintosh@lisc.org</a>		
BUSINESS INFORMATION		
Property Address:		
Tenant Name:		
Tenant Email Address:	Tenant Contact Phone:	
Federal ID of Building Tenant:	Lease Expiration Date:	
BUILDING & PROPERTY INFORMATION		
Building Owner Name:	Federal ID or Social Security # of Building Owner:	
Building Owner Address:	City/State:	Zip:
Owner's Email Address:	Owner's Phone:	
Current Use of Building:	Number of Businesses Located within Building:	
Total Square Footage of Building:	Estimated Square Footage of Improvements:	
Have area neighborhood groups been consulted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Neighborhood Contact: _____
Is Pro-Bono Design Assistance Needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If No, please provide design/architectural consultant contact: _____
Are the Property Taxes Current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Taxes must be current
Is Property Within Designated Historic District?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, project needs approval from Historic District
Is there any structural damage to the building?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, building must be inspected prior to work
Have any City/County Violations been filed against Property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please list: _____
PROJECT INFORMATION		
Please Give Brief Description of Proposed Work (expand this space as needed or attach another page):		
Please Describe the Community Impact of this Project as it relates to the Program Priorities listed on page 1 above (expand space as needed):		
Grant Requested: \$ _____	Date of Application: _____	
Total Estimated Cost of Improvements: \$ _____	Source of Cost Estimate: _____	
Building Owner Signature (if Tenant is Applying): _____	Applicant Signature: _____	

**This is a competitive selection process and all applications are subject to approval**