



2020 Building Improvement Grant Batesville Economic Development Commission

Guidelines and & Application

About the Program:

The City of Batesville's Building Improvement Grant (BIG) provides matching funds to business and property owners wanting to renovate the exterior of their structure. This program is aligned with the City's goals outlined in the Comprehensive Plan and promotes redevelopment and reinvestment in Batesville's small business community.

This is a matching grant program where tenants and property owners can receive dollar for dollar matching funds of up to \$5,000 to finance direct costs associated with approved renovation activities. Proposed project must be completed within 6 months of signing of Grant Agreement.

A total of \$15,000 is available in 2020 for grant requests. Renovation plans must be approved by the Economic Development Commission and are subject to local ordinances. The Economic Development Commission, in their sole discretion, will determine award levels up to the BIG funding level for the calendar year.

Eligibility:

The Building Improvement Grant is an opportunity for owners of buildings or store tenants, with authorization from the owner, who wish to renovate the façade of their building. Tenants must have a minimum of two years remaining on their lease or an option to renew to receive funding.

Grant funds must be used for permanent exterior/façade improvements. The eligible items for funding can include, but are not limited to awnings, windows, painting, structural or design changes, removal/replacement of inappropriate or incompatible exterior finishes or materials, and door/window replacement or repair. Grant funds to be awarded to small businesses and excludes any type of residential properties.

How to Apply:

Application instructions are available on the City's website at <https://batesvilleindiana.us/> in the **Incentives** drop down tab under **Economic Development** or can be picked up at the Memorial Building. Application can be mailed or hand delivered to the Memorial Building or emailed to Sarah Lamping at slamping@batesvilleindiana.us.

Timeline:

- Building Improvement Grant applications will be reviewed twice a year.
- Completed BIG applications are due on the last business day of the month prior to the application review date.

Application Due Date	Application Review Date
February 29th	March EDC Meeting
May 31st	June EDC Meeting

Any questions related to this program may be directed to:

Sarah E. Lamping
Economic Development Director
City of Batesville
132 South Main Street
Batesville, Indiana 47006
Office (812) 933-6113
slamping@batesvilleindiana.us



Batesville Economic
Development Commission

Building Improvement
Grant Application

v. 8.2018

For Office Use Only

Application Date: _____
Application No: _____
Review Date: _____
Amt. Requested: _____
Amt. Approved: _____

Applicant Information

Name:

Phone Number:

Business Name:

Email:

Business Address

City

State

Zip

Please provide a brief description of your business

Years owned:

Building and/or Project Location Information

Building Owner Name (if different from above):

Owner Phone Number (if different from above):

Building Address (if different from above)

Owner Email (if different from above):

Years at address:

Relationship to Property*

Owner

Tenant

* If applicant is not the owner, a letter of authorization must be attached to this application

Proposed Improvements (attach additional pages as needed)

Please provide a description of your improvements:

Why is grant funding necessary for your improvements?

How will your improvements enhance our community?

Total Project Cost:

Grant Eligibility:

Will project be completed within 6 months?

Please also provide the following attachments with your application:

- Provide project timeline. List major steps to be taken. - (as Exhibit A)
- Provide a copy of the property deed or lease agreement. - (as Exhibit B)
- Provide a site plan, schematic drawing or sketches of project/ new improvements. - (as Exhibit C)
- Provide at least one estimate or quote reflecting the amount of the project - (as Exhibit D)

Acknowledgement (please initial each statement and sign):

_____ All statements provided in the application are true and any misrepresentation will void any subsequent Grant Agreement and/or funding.

_____ I understand that the Building Improvement Grant must be used for the project described in this application.

_____ I understand that a Grant Agreement must be signed before entering into any contracts, purchasing any materials, or performing any work included in the project unless approved by Batesville's Economic Development Commission.

_____ Work initiated prior to the Grant Agreement is not eligible. I understand that failure to comply with the Grant Agreement may result in loss of eligibility to receive funds.

_____ I acknowledge that Batesville's Economic Development Commission is obligated only to administer the grant and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

_____ I understand that all required permits are the responsibility of the owner/applicant.

_____ I acknowledge that proof of payment for eligible project costs includes a detailed invoice from the company/contractor of the charges and a copy (front of back) of a cancelled check in payment of the same amount. Reimbursement will occur only after the project completion or approved phase completion and all above payment information is submitted.

_____ Any unapproved changes to project plans as stated in the approved project description may void the grant and result in non-payment of funds or a portion of the funds. If changes to the scope of work are necessary, it is the responsibility of the Grant Recipient to immediately contact the Batesville's Economic Development Director for additional project review and approval before continuing the project. Regardless to approved changes, funding awards cannot be increased after the Grant Agreement is signed.

Signature of Applicant Printed Name Date

Signature of Applicant Printed Name Date

Return application to: Sarah Lamping,
Economic Development Director
City of Batesville
132 South Main Street
Batesville, IN 47006
slamping@batesvilleindiana.us