



## Batesville Economic Development Commission Building Improvement Grant Guidelines and & Application

### **About the Program:**

The City of Batesville's Building Improvement Grant (BIG) provides matching funds to business and property owners looking 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 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 2018 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 businesses within Batesville Economic Revitalization Areas and excludes any type of residential or commercial 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, hand delivered to the Memorial Building or emailed to Sarah Lamping at [slamping@batesvilleindiana.us](mailto:slamping@batesvilleindiana.us).

**Timeline:**

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

<b>Application Due Date</b>	<b>Application Review Date</b>
December 31 <sup>st</sup>	January EDC Meeting
March 31 <sup>st</sup>	April EDC Meeting
June 30 <sup>th</sup>	July EDC Meeting
September 30 <sup>th</sup>	October 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/operated:  
\_\_\_\_\_

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)

**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](mailto:slamping@batesvilleindiana.us)