



# Jeffersonville Main Street Inc. Storefront Improvement Program Grant Guidelines & Application

## Purpose of the Grant Funds

The appearance of the commercial buildings in downtown Jeffersonville is a critical component in assuring that the downtown business district remains vibrant and inviting to customers, visitors, and investors. The Storefront Improvement Program assists downtown business and property owners in making aesthetic improvements to their buildings, such as new **signs, awnings, painting, etc.** through matching grants. This program strengthens downtown businesses and promotes economic development in downtown Jeffersonville – it's made possible through a partnership with Jeffersonville Urban Enterprise Association and Jeffersonville Main Street, with support from Indiana Landmarks.

## Application Process

The Jeffersonville Main Street Design Committee will review the applications and make selections for funding. Each application will be evaluated on its own merits and how it fits into the goals of the Storefront Improvement Program.

## General Criteria

- 1) Either property owners or business owners are eligible to apply for funding. The maximum amount that will be awarded per building is \$10,000 and must be matched on a 1:1 basis. **For example:** *A grant applicant has an \$7,000 project and has been approved for a \$3,500 grant. The applicant spends \$7,000 of their own money on the project. When the project is complete they turn in receipts for the work. Jeffersonville Main Street verifies the receipts and that the work has been completed as stated in the application. Upon approval of the work and expenditures, the grant applicant would receive a \$3,500 reimbursement check.* NOTE: Due to the limited availability of grant funds, all requests may not be fully funded.
- 2) Grants are limited to exterior preservation, restoration, or rehabilitation of retail/commercial business buildings. Repairs that are structural in nature are generally not eligible for grant funding, but will be evaluated on a case-by-case basis. **Although projects involving signage, awnings, or painting will likely be the most typical projects for this grant, other exterior rehabilitation proposals may be eligible and will be reviewed.**
- 3) Grant funding is NOT available for the purchase or rental of tools, machinery or equipment, or for the owner's time spent on work.
- 4) All work should comply with the *Secretary of the Interior's Standards for Rehabilitation*.
- 5) The application must thoroughly describe the project and should include relevant supplementary materials such as drawings (a hand-drawn sketch will suffice in many cases), specifications, photographs showing where work will be done, historic photos (if available), budgets and schedule of work to be performed.
- 6) The applicant shall comply with all zoning and permitting requirements of the City of Jeffersonville. If the property is located within the locally-designated Old Jeffersonville Historic District, the project will require review and approval by the Jeffersonville Historic Preservation Commission or its staff prior to the start of any work.
- 7) Recipients of Storefront Improvement Program Grants must **maintain active status with Jeffersonville Main Street's Friends of Main Street program.** Email: [info@JeffMainStreet.org](mailto:info@JeffMainStreet.org)

- 8) In order to receive grant funding, applicants acknowledge that Jeffersonville Main Street Inc. may require input on design elements, e.g., paint color, materials used, etc.

## **Grant Funds**

Grant funding is handled on a reimbursement basis. Funds will be disbursed only when receipts of completed work are submitted and approved by the JMSI Design Committee. Jeffersonville Main Street Inc. reserves the right to observe and monitor the project prior to payment.

## **‘Buy Local First’ Incentive**

Approved applicants who purchase all of their materials for their project (including paints, primers, stains, paint brushes, rollers, trays, nails, screws, bolts, caulk, cement, electrical supplies, glass, screens, signage, etc.) from businesses within the Jeffersonville Urban Enterprise Zone (see map of zone) may **receive an additional 20% of the original grant amount OR \$500** (whichever is less), pending approval from Jeffersonville Main Street Inc. on submitted receipts. *\*Certain building materials, such as lumber, doors, window frames, etc., not available from a business within the zone may be exempted.\**

## **Reimbursement**

One hundred percent payment of the grant will be disbursed only when:

- there is evidence that the project is completed and receipts for work are received and approved by the Jeffersonville Main Street Design Committee
- the work passes inspection by the City of Jeffersonville Building Inspection Dept. (if applicable)
- any non-conforming work is modified as required by the JMSI Design Committee or City of Jeffersonville Building Inspection Department

## **Grant Expiration Date**

Grant funds in this round must be used by **June 15, 2021** or the grant becomes void. All receipts and requests for reimbursement must be submitted to Jeffersonville Main Street no later than 6/15/21.

## **Required Submittals**

- 1) A signed and completed grant application form with all attachments.
- 2) Photo of building, description, plans, specifications (where applicable) of proposed work.
- 3) If application is submitted by someone other than the property owner, please submit a letter from the property owner establishing your permission to work on the property. Proof of property ownership, such as a tax statement or copy of the deed may be asked for.
- 4) Application processing fee of \$25. Make check payable to: Jeffersonville Main Street.

## **Miscellaneous**

Applicant acknowledges that Jeffersonville Main Street Inc. may seek recognition for its contribution to any grant-funded project, and applicant agrees to post a JMSI-provided ‘Storefront Improvement Grant’ sign/poster at the property for the duration of the project.

For more information visit our website: [www.JeffMainStreet.org](http://www.JeffMainStreet.org) or contact Executive Director, Jay Ellis at [info@JeffMainStreet.org](mailto:info@JeffMainStreet.org) or 812-283-0301 or Laura Renwick at 812-284-4534.

*Jeffersonville Main Street Inc. is a 501 (c) (3) nonprofit organization dedicated to downtown revitalization. This project made possible through a partnership with the Jeffersonville Urban Enterprise Association with support from Indiana Landmarks.*

# GRANT APPLICATION

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Applicant name(s): \_\_\_\_\_

Applicant email: \_\_\_\_\_

Address where work will be done: \_\_\_\_\_

Name and address of property owner (if different from above): \_\_\_\_\_

\_\_\_\_\_

Applicant telephone: \_\_\_\_\_ Property owner telephone: \_\_\_\_\_

Date building constructed (if known): \_\_\_\_\_

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Place a check in the boxes below to indicate that you have read and will comply with these items:

- In order to receive grant funding, applicant acknowledges that Jeffersonville Main Street Inc. (JMSI) may require input on design elements, e.g., paint color, materials used, etc.
- Applicant will determine if this project needs approval from the City of Jeffersonville's Historic Preservation Commission (HPC) before the project starts. Call 812-284-4534 to verify.
- My application processing fee of \$25, made payable to Jeffersonville Main Street, is included. If emailing application, then mail check to: Jeffersonville Main Street, Inc., P.O. Box 1474, Jeffersonville, IN 47130
- I will allow a sign/poster provided by JMSI in my storefront window for at least two weeks promoting Jeffersonville Main Street and the Storefront Improvement Program.

Brief description of your project (attach drawings or plans, and additional sheets if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated project start date: \_\_\_\_\_ Anticipated project completion date: \_\_\_\_\_

Is the project for which you are requesting grant funds part of a larger rehab project at your business? If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

Have you entered into any contracts relative to this improvement project? If yes, please list: \_\_\_\_\_

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Description of project expenses	Your share (1/2) <i>(2/3 for rental property)</i>	Grant share (1/2) <i>(1/3 for rental property)</i>	Total
_____	_____	+	_____ = _____
_____	_____	+	_____ = _____
_____	_____	+	_____ = _____
_____	_____	+	_____ = _____
<b>PROJECT TOTAL</b>	\$ _____	+	\$ _____ = \$ _____

\*You have an opportunity to get more grant dollars by buying local – see the grant guidelines.

Do liens exist on the property? Yes\_\_\_ or No\_\_\_ If yes, describe the liens, including amounts:

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**Required Submittals – I am submitting all applicable info below (please check boxes):**

- Signed and completed grant application with attachments and \$25 application fee to Jeffersonville Main St
- Photo of the building, and if applicable, plans, and specifications of proposed work.
- If application is submitted by someone other than the property owner, please submit a letter establishing permission to work on the property. Proof of ownership may be requested.

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*I certify that all information contained in this application and all information provided in support of this application is given for the purpose of obtaining financial assistance in the form of a grant, and is true and complete to the best of my knowledge and belief.*

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Owner Signature

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Date

Return completed application to: Jeffersonville Main Street Inc., P.O. Box 1474, 401 Pearl Street, Jeffersonville, IN 47130 or email to [info@JeffMainStreet.org](mailto:info@JeffMainStreet.org)

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