



Storefront Improvement Matching Grant Program Application Process

- STEP 1: Read the Business Guidelines and eligibility requirements.
- STEP 2: Download an application from LakeStreetCouncil.org/storefront-improvement
Submit your application to the Lake Street Council before September 29, 2017.
- STEP 3: Wait for approval before starting your project. This process typically takes 1-2 weeks.
- STEP 4: After approved, you must complete your project within 9 months.
- STEP 5: Submit the proper documents for reimbursement. These include:
 - After photo/s
 - Final Invoice
 - Proof of payment (lien waiver or cancelled check)
 Wait for reimbursement. This process typically takes 3-6 weeks.

PLEASE REMEMBER:

- Only building owners and commercial tenants (including non-profits) can apply.
- The project must be visible from a public street, not only from an alley.
- The property must be up-to-date on all property taxes.
- All project must obtain the necessary City of Minneapolis permits before work begins.
- This is a reimbursement grant--all work must be completed and paid for before the City Of Minneapolis and the Lake Street Council distribute funds.
- Matching grant dollars can come from any non-Great Streets sources
- This is a competitive grant, and funds are allotted on a first come first served basis
- Grants are available for up to \$5,000 and businesses typically receive between 75% - 100% of their requested funds.

The Lake Street Council's eligibility areas and match ratio include:

1:2 match areas*	Excelsior Blvd (32nd St to Lake St) Lagoon Ave (Humboldt Ave to Dupont Ave) W Lake St (Excelsior Blvd to Pillsbury Ave) Uptown Activity Center
1:1 match areas**	Lake Street (Pillsbury Ave to Mississippi River) Lake / Midtown LRT Station Area (1/2-mile radius)

*In areas with a 1:2 match, storefront improvement grants can up to 33% of the total project costs, not exceeding \$5000.
 **In areas with a 1:1 match, storefront improvement grants can up to 50% of the total project costs, not exceeding \$5000.



Storefront Improvement Matching Grant Program Application & Participation Agreement

**** PLEASE READ GUIDELINES BEFORE FILLING OUT THIS APPLICATION ****

Date: _____ Grant Applicant Name: _____

Business Name: _____

Address of Property: _____

Email Address: _____ Phone Number: _____

Is the business at least 51% women and/or minority-owned? **optional & does not affect your eligibility* Yes No

Property Owner Name: _____ Phone Number: _____

Please provide a description of work/project(s):

Please explain how these improvements will benefit your business/property and Lake Street as a whole:

When will construction begin? _____ When will construction be complete? _____

Grant Applicant Signature Date Property Owner Signature Date
**must be signed if applicant is not property owner*

With this application, please include:

- Before photo/s of the property/building
- Two identical bids from contractors for the work/project
- Schematic drawings/mock-ups if possible

Submit application to: Lake Street Council / Theresa Swaney
919 E Lake St, Minneapolis, MN 55407
tswaney@lakestreetcouncil.org | 612-822-0232

The City of Minneapolis recognizes that healthy neighborhood business districts play an important role in the vitality of Minneapolis and understands there are many challenges that neighborhood businesses can face. The Great Streets program aims to help revitalize and sustain neighborhood business districts. One component of the Great Streets program is the Façade Improvement Matching Grant, designed to help create healthy commercial areas by providing incentives to improve the appearance of building façades and stimulate private investment.

Who can apply for a matching grant?

Building owners and commercial tenants (with property owner's approval) can apply for a Great Streets Façade grant if:

1. They are located within an eligible business district AND
2. The façade improvements are for a commercial business or commercial building.

All eligible business districts with an active Façade Improvement Matching Grant program are [mapped and listed](#) on the web with contact information for each program administrator, who you contact to apply for a grant.

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial building. Most commercial uses are retail and office; however, other uses may qualify, such as day care centers. Mixed-use buildings are eligible for the commercial portion for the building.

*A property owner who leases a commercial building for religious use is eligible to apply for a grant if the improvements do not promote the religious use and would remain in place regardless of changes in the tenant (i.e. tuckpointing, windows, lighting). Signs, stained glass windows, and murals are examples of façade improvements that would normally be eligible, but would be *ineligible* when they promote a religious use.*

How much are the matching grants?

In most areas, one matching grant can be a maximum of \$5,000 per storefront. Contact the [program administrator](#) for your area to discuss if your building qualifies as having more than one storefront. In limited areas of the city, a matching grant can reach up to \$7,500. The [list of eligible areas](#) also includes the maximum grant amount for each area. You can apply for more than one grant, provided the cumulative total of all the Great Streets grants awarded does not exceed the maximum grant amount. If you have received a Great Streets Façade Improvement Matching Grant in the past, contact your program administrator to determine your eligibility for a second grant.

All grants must be matched. The [list of eligible areas](#) includes the match ratio for each area. In areas with a 1:1 match, every grant dollar must be matched by one dollar. In areas with a 1:2 match, every grant dollar must be matched by two dollars. Facade Grants will pay for 50% of the total project costs, up to a maximum of \$5,000 (or \$7,500 in intervene areas) in 1:1 matching areas; or 33% of the total project costs, up to a maximum of \$5,000 in 1:2 matching areas. Matching dollars can come from any non-Great Streets source. Examples include private equity, NRP funds, and loans.

This is a **reimbursement program**. You must complete and pay for the total project cost or total private match, prior to receiving a reimbursement check from the program administrator.

What will the matching grant dollars pay for?

Great Streets Matching Grants can pay for many exterior, façade improvements. The work must be visible from a public street (and not an alley). Review the [Façade Design Guide](#), which shows specific façade improvements that are encouraged and discouraged. **Discouraged activities are not eligible for matching grants.**

The following are eligible improvements for façade matching grants:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Repair or replacement of windows and doors (if replacement, windows and doors must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Murals
- Installation or repair of exterior signage
- Removal of barriers to access the building from outside for people with disabilities
- Exterior lighting
- Contracted labor related to any of the above improvements, including design work for projects that are completed
- Wall, window, hanging, and monument signs advertising the business name and identity
- Living wall or “green façade”
- Multiple improvement projects, not to exceed the maximum grant amount per business or storefront

The City of Minneapolis requires permits for most of the eligible improvements listed here. If you have any questions about permits, please visit [Minneapolis Development Review](#), call 311 or 612-673-3000, or visit the Public Service Center at 250 South 4th Street, Room 300 (downtown Minneapolis).

What will the matching grant dollars NOT pay for?

The following activities are not eligible for matching grants:

- Improvements in progress or completed prior to preliminary approval
- Routine maintenance that is not part of an eligible façade improvement project
- Billboards
- Roofing
- Mechanicals and HVAC systems
- Interior work
- New construction
- Pylon, temporary, or roof signs
- Interior window displays
- Security systems (including metal roll down gates, window bars, cameras)
- Trash and mechanical enclosures
- Fencing
- Landscaping
- Parking areas
- Bike parking *
- Improvements to non-commercial buildings
- Improvement to a building interior, rear, or side not visible from the main street
- Backlit awnings (see pages 12-13 and 16-17 of the [Design Guide](#))
- Any other improvement **not** deemed eligible on the above list

* Funding is available to assist businesses interested in installing bike racks. The City can pay for half of the cost of purchasing racks when funds are available. Please contact Paul Cao at (612) 673-2943 or e-mail Paul.Cao@minneapolismn.gov for more information. You can also view the information online [here](#).

The City has small business loan programs with favorable interest rates to assist with many interior and system improvements that are not eligible for façade matching grants. Contact Judy Moses at 612-673-5283 or judy.moses@minneapolismn.gov for more information.

How do I receive a grant?

Step 1: Be sure you meet program requirements.

- ✓ The property is located in an [eligible area with an active façade contract](#).
- ✓ The property is up-to-date on all property taxes.
- ✓ All construction management is your responsibility.
- ✓ This is a reimbursement program; you must complete and pay for the private match for the work before the program administrator will issue a [reimbursement check](#). See step 6 for further information.

Step 2: Set-up a meeting with the [program administrator](#) to discuss your project and review the Great Streets [Façade Design Guide](#).

Step 3: Submit the Great Streets Business Application and Participation Agreement to the program administrator, including:

- a. A written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- b. Two (2) contractors' bids that meet the following guidelines.
 - i. Both bids must be for identical scopes of work.
 - ii. If qualified to do so, you may perform the work yourself; however, grant funds can **only** be used to compensate for materials, not for labor or the purchase or rental of tools and equipment. Sweat equity labor includes that of a friend, relative, or anyone with a financial interest in the business or property.
 - iii. Evidence that contractors are licensed, bonded, and/or insured.
 - iv. Applicants are encouraged to solicit estimates from women and minority contractors.
 - v. Projects totaling less than \$1,000 and murals only need to submit one bid.
 - vi. Grant amounts are based on the lower bid; however, you are free to accept the higher bid.
- c. **All applications are reviewed and approved by a committee, the makeup of which varies.** This step is different for each organization administering the program

Step 4: Receive a signed copy of the Business Application and Participation Agreement from the program administrator after the project has been approved. The Participation Agreement authorizes you to proceed with the project. Before you begin, be sure to obtain all the necessary City permits for the project or ensure your contractor pulled the necessary permits. Permit and taxes paid verification is required prior to grant disbursements.

Step 5: Complete the project and submit documentation to the program administrator within nine (9) months of the date on the signed Participation Agreement. The grant funds will be disbursed to you or to your contractor(s) by the program administrator after they have received **ALL FOUR (4)** of the following items_ (if more than one contractor is used, you must submit all four items for each contractor:

- a. **Proof of final inspection** by the City of Minneapolis Inspections Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).
- b. **Final invoice** from the contractor showing the total project cost.
- c. **Before and After Photographs** highlighting the improvement project from the same vantage point.
- d. **Proof of payment** paid to contractor in one of the following two forms. You should be totally satisfied with the work before paying.
 - i. A **lien waiver** - a statement issued by the contractor that advises the client that they, the contractor, (a) have been paid in full for the total project cost, (b) are satisfied with the compensation for the work they performed, and (c) waive their right to place any liens on the property for the work completed. *(If there are significant material costs, we advise you to obtain a lien waiver from the materials supplier, advising that the contractor paid them in full.)* **OR**

- ii. **A cancelled check AND a signed receipt** - if you only paid the matching funds (private match) portion of the contract and the contractor will wait for the final payment. You will need a copy of the actual cancelled check(s), returned to you by the bank you used to pay the contractor. Both the front and back of the check must be copied and must be made payable to the contractor for a minimum of the *private match*. You will also need a properly executed receipt, signed by an authorized officer of the contracting firm that includes the contractor's name, address, telephone number, and notation that a minimum of the *private match* was paid in full.

Who can I contact at the City?

Judy Moses
105 5th Ave S, Suite 200
Minneapolis, MN 55401

612-673-5283
judy.moses@minneapolismn.gov