



300 E Maple St
Columbus, KS 66725
Phone: (620) 429-2159
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COMMERCIAL PROPERTY REHABILITATION & MATCHING GRANT PRESERVATION PROGRAM

PURPOSE

The purpose of the grant is to support rehabilitation and preservation of commercial buildings; encourage new businesses and retain, revitalize and expand existing businesses in Columbus, Kansas. The Commercial Rehabilitation and Matching Grant Program is funded by the City of Columbus, Kansas. The program is administered by the City.

FUNDING PROCEDURE

Grants made under the Commercial Rehabilitation and Matching Grant Program shall be for a minimum of \$1,000.00 and shall not exceed \$5,000.00 per building. The applicant is expected to provide at least a 50% match. The grant amount is initially based on the estimate; the final grant payment is based on actual costs. In the event the actual costs are less than the estimated costs, the grant amount will be reduced. In the event the actual costs are more than the estimate, the grant amount will be increased to allow for up to a ten percent increase in final cost over the original estimate, up to the grant maximum.

PROJECT ELIGIBILITY

Eligible projects include preservation of the exterior of the building by exterior renovations, signage, roofing, exterior lighting, awnings, doors, frames, windows, tuck pointing and/or sandblasting, painting exterior of building. Landscaping, architectural/design, fencing, permit fees, and any expenses incurred or contracted prior to grant approval are not eligible. Not for profit businesses are not eligible.

APPLICATION REQUIREMENTS

Owners of commercial property in the city limits of Columbus, Kansas are eligible. Owners, building tenants, or a joint venture of these two parties may submit an application under the program. Tenants must submit written approval of the property owner and evidence of their leasehold interest. Applications will be screened by the City Administrator. Under the advisement of the City Administrator, the number of grants awarded, and the amount of each grant not to exceed a \$5,000 maximum, will be determined through the approval of the City Council based on the availability of funds not to exceed a donation cap of \$20,000 per year.

Applicants must submit an outline of their work with two like bids and a completed application. Any changes to the approved plan will require a written request from the applicant and approval by the committee in order to retain the funding. To ensure competitive pricing by contractors, we require at least two LIKE bids for each type of proposed work. LIKE bids require the quoted contract amount be based on the exact same scope of work, materials, sizes and features. Bids from applicants interested in serving as general contractor on their project require bids also. All bids submitted must have an expiration date to extend through the date of estimated project completion. Only completed applications with all necessary attachments will be considered for the grant.

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APPLICATION REQUIREMENTS (CONTINUED)

Please include signed copies of application, signed copies of information requested in the grant guidelines, description of projected budget for scope of work to be performed, photos of building before (and include the attached photo release for use for social media and City of Columbus website), evidence of title or control of property; copy of current real estate tax bill which are required to be paid in full at time of application.

DEADLINE FOR SUBMISSION

The time period and deadline for submitting applications shall be through November 1 for projects to be completed the following fiscal year (January 1 through December 15). The Economic Development Committee retains the discretion to adjust the application deadline on a case-by-case basis.

FUNDING SCHEDULE

Applicants must submit receipts, with proof of payment, up to requested amount for matching grant funds. Grant monies will be reimbursed within three to six weeks after the project is completed. Applicants are required to present a progress report to the City Administrator or designee if the project is not completed by July 1. Failure to complete the project by December 15 of the project year voids the grant. The Economic Development Committee may extend the project completion deadline at its discretion on a case-by-case basis. Grantees may not reapply for this grant for a period of 3 years.

Work may begin upon receipt of an approval letter from Columbus City Hall. All necessary permits, inspections and city approvals are the responsibility of the applicant and not considered part of the matching grant funding. If the applicant serves as the project general contractor, contractor's profit will not be considered as an eligible expense for the portion of work.



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REHABILITATION PROGRAM MATCHING GRANT APPLICATION

_____	_____
Applicant Name	Business Name
_____	_____
Business Phone	Alternative Phone
_____	_____
Fax	Email

PROJECT INFORMATION

Please submit a work proposal and two like detailed bids

Description of Project:

Estimated Cost

_____	_____
Anticipated Start Date	Anticipated Completion Date

REHABILITATION PROGRAM RULES

Please initial each line after reading, understanding, and agreeing to:

Applicant must receive a "Letter of Approval" and secure all necessary permits prior to the start of any project work. _____

Businesses have until December 15th of the project year, as on the application, after receipt of "Letter of Approval." _____

Owner understands and agrees to inject capital up to a maximum \$5,000 match and inject additional capital if necessary, to complete the rehabilitation project. _____

I hereby acknowledge that I have read the Commercial Property Rehabilitation and Preservation Matching Grant Program Guidelines and agree to comply with eligibility criteria and all application, program, Committee approval, and reimbursement requirements. I understand failing to comply with all conditions and requirements by December 15 of the project year may result in the forfeiture of the grant.

Printed Name

_____	_____
Applicant Signature	Date
_____	_____
Approval Signature	Date