



Mount Vernon-Lisbon Community Development Group

Business Improvement Grant

Application form 2020

Contacts: Casey Krall, CDG Design Committee Chair, ckrall@bridge.bank or Joe Jennison, Director, (319) 210-9935, director@visitmvl.com

Overview: In an effort to improve the appearance of the business area and complement the historic architectural and cultural character of the community, the Mount Vernon-Lisbon Community Development Group (CDG) is now accepting applications for grants to businesses in the Mount Vernon Business District and Lisbon Business District. These grants will be offered on a competitive basis to both private, for-profit businesses and non-profit businesses.

Eligibility Requirements:

- Your business and/or building must be in the Mount Vernon Business District or the Lisbon Business District, and must be open and operational.
- The 2020 grant program will focus on four projects: building awnings, projecting/hanging signage, facade lighting, and facade improvements.
- Proposed projects must be in compliance with local codes and standards including historic preservation guidelines.
- Your completed grant application must be received by Joe Jennison, Director, by the date specified in the application instructions, must be type-written, and must be consistent with the application guidelines. Submittals received after this date will not be accepted.
- Applicants may submit multiple projects. A separate application must be submitted for each eligible project by the appropriate business or building owner.

2020 Grant Focus: Each year the BIG program will focus on a small selection of project types. With the goal being the overall improvement of the visual identity of the business districts, we feel that this focus allows for more of an impact on the whole as continuity brings individual projects together to create a larger picture.

- **Building Awnings:** Awnings shall be canvas on a metal frame. Awnings may be operable or fixed. Graphics, logos, and other information such as business name and address may be located on end panels and drop panels.
- **Projecting Signs:** Signs must conform to the current City of Mount Vernon or City of Lisbon Sign Ordinance where applicable. Additionally, signs must be approved by the Mount Vernon Historic Preservation Commission. Signs may be of steel, aluminum, wood (painted or unpainted), a combination of these materials or any other approved material. Signs cannot be self-lit but may be lighted by lights mounted on the structure adjacent to the sign.
- **Facade Lighting:** Lighting should highlight unique historical architectural features. Fixtures should be minimal in size and installation should have minimal, if any, visible impact on the historic structure. As with all projects facade lighting must be in compliance with local codes and standards including historic preservation guidelines.
- **Facade Improvements:** Facade improvements must have a visual impact and be visible from the public way. Projects under this category could include painting, trim, the restoration or recreation of authentic decorative work and other general improvements. To ensure that your project under this category is clearly defined, it is strongly recommended that a presentation of the project be made as offered in the application.
- Projects not falling into any of the grant focus areas will also be considered but preference will be given to those projects that meet the focus area criteria.

Application Instructions:

- Grants must be submitted electronically in either a word or pdf format. There are no page length restrictions.
- The application must be complete and stand on its own. All supplemental and required documents must be attached. The CDG reserves the right to waive minor deficiencies in the grant application and to contact grant applicants for additional information if needed.
- (1) One signed original along with attachments shall be submitted electronically to Joe Jennison, Director, at director@visitvl.com. Applications must be received no later than **June 30, 2020**. Submittals received after this date will NOT be accepted.

Award Criteria: Included with this application is a copy of the scoring matrix that will be used to evaluate applications. The scoring matrix is included for the applicant’s information only and should not be included in the submittals. Each member of the design committee will score each application using the included scoring matrix. Scores will then be averaged and the applications will be ranked. While this process may indicate particularly strong and not-so-strong applications, the scores do not necessarily represent the likelihood or unlikelihood of a particular project to receive an award. The scores are used as an initial means of organizing the applications and as a basis for discussion. The final decision will be based on a majority vote of the committee following the discussion of all applications.

Schedule:

- June 30, 2020 Application deadline
- July 1-15, 2020 Applications reviewed by the Design Committee.
- July 20, 2020 Award notices.
- August 1, 2020 Commencement of work. Work begun before this date is not eligible. Approvals from applicable City review agencies (Zoning, Building, Historic Preservation) are required prior to the commencement of any work.
- Nov. 30, 2020 Completion of work. Work must be completed by this date. Grant money awarded to applicants will be paid upon the successful completion and approval of the project by the Design Committee. Projects not fully completed by this date will only receive funding at the discretion of the CDG Design Committee.

Design Assistance: The Design Committee can provide design guidance and assistance on a limited basis. Several pre-approved projecting sign brackets have been selected for use in the design of projecting signs. Other projecting sign support brackets will be considered. Additionally, a selection of pre-approved light fixtures is available for use in facade lighting and again other fixtures will be considered.

Another great resource that should definitely be utilized is the "City of Mount Vernon Design Guidelines Booklet - Rehabilitation and Preservation Do's and Don'ts for Commercial and Residential Structures." This booklet is available at the Mount Vernon Visitor's Center.

Further design assistance is available through Main Street Iowa for signage as well as storefronts.

Questions: If you have questions regarding the application process, project eligibility, or the status of your application feel free to contact Casey Krall at ckrall@bridge.bank or Joe Jennison, Director, (319) 210-9935, director@visitmvl.com



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Name of Applicant:

Name of Business and or Building:

Project Address:

City:

Phone:

E-mail:

If the applicant is not the building owner, please submit a letter from the owner stating his or her approval of the proposed project.

Grant Request: Select One

Total Cost of Proposed Project: \$

Total Amount Requested \$

Submit with your application estimates, quotes, and or bids from contractor(s) and supplier(s)

1. Is your business located in either the Mount Vernon Main Street District or the Lisbon Business District?
Yes or, No
2. Is your business open and operational?
Yes or, No
3. Have you previously received a Business Improvement Grant from the Mount Vernon Lisbon Community Development Group?

Yes or, No

Year: Project:

Amount Awarded:

4. Has your project been reviewed and approved by the appropriate City review agencies? If so provide written evidence of approval or permit. (Approval is not required to submit for a grant but it is required prior to proceeding with any work.)

Historic Preservation Commission

Zoning Administrator

Linn County Building Department

5. Please provide a detailed description of your project including supporting images, drawings, and illustrations as necessary identifying relevant items such as size, location, colors, materials, etc. Use additional sheets if necessary and submit supporting material with your application.

6. Describe the visibility of your project and explain how it will contribute to the overall image of the community.

7. Provide a detailed work plan. Include specific steps, sequence, and a detailed, realistic time schedule for reaching your project goal. (See schedule on page 2 of this application for important dates.)

8. Project Budget: You must submit a detailed budget for the proposed project. Attach specific documentation such as estimates from suppliers and contractors to support project budget items. Applicants are strongly encouraged to obtain more than one quote for materials and labor. Please justify your choice of contractor and materials if what you submit is not the lowest pricing. Round your request to the nearest whole dollar amount (no decimals).

Under "Explanation of Item" provide a brief explanation of each budget item. Provide quantity and cost for all items (Example: two packages of acid free tissue paper @ \$16/package; 10 hours contracted labor for painting @ \$50/hr; etc.).

Staff salary and volunteer labor is NOT an allowable expense for this grant. However, these expenses can be included in the "Other Funding" category.

Contracted labor IS allowable for this grant. For example, a grant can help pay for a hired contractor to install a sign or lighting.

Explanation of Item	Cost	Quantity	Total
Materials/ Supplies			

Contracted Labor			
Other			
Total Project Cost			

- 9. Please identify any personal financial commitment for this project.

- 10. The Mount Vernon – Lisbon Community Development Group encourages the use of volunteers on your projects. How are volunteers contributing to this project? If volunteers are involved, how many volunteer hours are anticipated?

- 11. Is the project you are applying for part of a larger project you are in the process of executing to improve the condition of your structure or property, if so please explain?