

# 2022-2023 City-Wide Retail Business Revitalization Matching Grant Program

## Purpose for the Program

The City of Elk City is pleased to announce a **new City-wide Retail Business Revitalization Matching Grant Program** now expanded and updated to include existing buildings which house **retail** businesses within the city limits of Elk City. Previously the City had established an exterior revitalization matching grant program for the Downtown Retail Business District to encourage rehabilitation, reinvestment, and new development in the historic downtown business district of Elk City. The initial program has been very successful with over 25 building owners utilizing this program to improve the exterior frontage of a Downtown Retail Business.

## Eligible Properties

This program is designed for **owners** of buildings **that house retail businesses which collect city sales tax**. At this time this program does not include businesses that are primarily service companies, unless city sales tax is collected. It also does not include businesses that are located in areas that are 75% residential.

In light of the pending Downtown Streetscape Program (in the spring of 2019), businesses that have previously been awarded a downtown revitalization matching grant may now apply for a second grant to improve the rear of their building for the purpose of encouraging shoppers to use rear entry access from available parking in the rear of or near the building.

## Eligible Project Improvements

The types of projects which may be funded include, but are not limited to, the following.

- Exterior brick or wall surface cleaning and or painting, front or rear (if planning to have rear as a customer access point)
- Replacement or updating of door at the back of the building (if used for retail customers)
- Signage or exterior lighting replacement/repair
- Canopy/awning installation/repair/replacement
- Window and/or door replacement, front or back (if used for customers).
- Exterior mortar joint repair (tuck pointing)
- Replacement/repair of sidewalk
- Striping of parking area
- For rear entry access improvement, interior and exterior paint and some remodeling (to create a clear path for customers to the interior shopping area of the business), including separating stock room from direct customer access.

Compliance with **Existing Building Codes and Regulations and Permits** where required. All improvement projects seeking incentive funding must conform to existing building codes and regulations of the City of Elk City, and building permits are required for structural changes to the building, electrical modifications (signage), new construction inside the

building in order to receive approval from the Elk City Revitalization Program. Permit costs can be included as a part of the required financial match for the proposed project.

## **Funding Formula**

Subject to the availability of funding, a total of 40 matching grants are projected to be awarded to assist with up to 50% of the project cost, with a maximum grant award of \$2,500.00 per applicant. As in the past, it is anticipated that this grant is a stimulant and that most projects end up spending more money than just the grant amount. No more than one grant per property is projected to be awarded per year, subject to committee approval and funding availability.

**Applications will only be accepted from building owners.** A property can be shown to have multiple store fronts and therefore may be considered exempt from the limitation of only one grant per property. All applications will be considered on a case-by-case basis.

No grants will be awarded to projects where work is started or completed prior to written approval by the Revitalization grant review committee. No revitalization grants will be awarded for new building construction.

## **Project Time Frame**

Each project is expected to take no more than four months to complete. Funding may be withdrawn if project drags out beyond four months from date of committee approval. Written notice will be provided upon committee approval. All projects must be completed prior to June 1, 2023!

## **Application Process**

1. Applications are available to be picked up at City Hall, 320 W. Third Street, by property owners.
2. All applications must include: a written description of the work that is proposed to be accomplished, a timeframe for the work to be done, a sketch or drawing of the proposed improvement, written estimates from the person(s) potentially doing the work, and a "before" photo of the project area.
3. Applicants will be notified in writing of the decision on the application within 15 days of receipt of a fully-completed application. Incomplete applications will not be accepted. Any amendments, additions, deletion, or other changes to the original application must be approved by the Elk City Retail Revitalization program prior to the work being done!
4. All grants are awarded on a reimbursement-only basis. Copies of invoices, paid receipts, checks must be submitted within 30 days of project completion.
5. Following satisfactory site inspection of the completed project by the project coordinator or City of Elk City Building Inspector, payment of the grant to the application will be authorized and payment will typically happen following the next City Commission meeting.
6. Improvement projects that begin prior to committee approval will not be eligible for reimbursement.
7. Painting of buildings shall utilize a color compatible with adjacent buildings, such that there is no clashing of colors. Downtown businesses shall use "historic" color palette.
8. Any new signage shall be depicted in the drawing that is submitted. No electronic billboards can be included in reimbursable costs of a project.

**Elk City Retail Business Revitalization  
Matching Grant Program  
Application**

Application Date: \_\_\_\_\_  
Building Owner(s) Name \_\_\_\_\_  
Business Name and Address \_\_\_\_\_  
Building Owner Address \_\_\_\_\_  
Building Owner Phone \_\_\_\_\_  
Tenant Business Name \_\_\_\_\_ Ph. # \_\_\_\_\_

Estimated costs of proposed project:

Exterior surface cleaning	_____
Paint	_____
Signage	_____
Repair or replacement of windows or doors.	_____
Awning replacement/upgrade	_____
Interior modification for customer access	_____
Labor	_____
Parking area improvements or striping	_____
Other (specify) _____	_____
Total Estimated Cost of project	_____

Proposed start date \_\_\_\_\_ projected completion date \_\_\_\_\_

Items needed to attach to this application: (Check when attached)

- \_\_\_a. current photograph of property to be improved
- \_\_\_b. Drawing or sketch of proposed improvements
- \_\_\_c. Written description of proposed improvements, including materials and colors
- \_\_\_d. Attach copies of estimates or bids
- \_\_\_e. Proof of ownership
- \_\_\_f. one page document proving that building is insured

Applicant Signature \_\_\_\_\_

Submit Application to: Cheryl Sipes, City Clerk, City of Elk City, City Hall, 320 W. Third Street. For questions call 580-225-3230 Ext. 203