



**EXCEL! ESTHERVILLE
DOWNTOWN 2ND STORY WINDOW
Grant Guidelines & Application**

The City of Estherville with assistance from Excel! Estherville is pleased to announce the availability of a grant to qualified applicants for projects that will benefit and positively impact the downtown image of Estherville. The grant will be awarded to businesses located in the Downtown for use towards 2nd story window improvement projects as boarded up windows detract from the vitality and beauty of our central business district. These funds are available from the collection of local option sales tax funds allocated to community betterment projects within the City of Estherville. The Excel! Estherville Oversight Committee will review grant applications on a first come first served basis and award as they deem appropriate.

Applicants shall be limited to one (1) grant per window opening. All windows do not have to be improved at the same time, the committee will consider a phased improvement approach.

Eligible applicants may request funds to be matched at 70 percent of materials cost up to a maximum amount of \$2,000 per window opening.

Eligible grant applicants include: Any private business and/or building owners located in the Estherville Downtown wanting to improve the building façade by exposing and improving the second story windows of their business.

Other grant requirements include:

- Windows must fill the entire original opening.
- No exposed wood on exterior face of windows or in original opening.

Ineligible grant applications include:

- Individual residential projects, which shall include any business operated out of a primary residence. This does not exclude 2nd stories that are rented as residential space so long as the primary use of the structure is of a commercial nature, whether currently occupied or not.
- Churches for the purpose of advancing a specific religion.
- Any public, municipal, or governmental entity.

The grant program is now open to receive applications and supporting documentation. Applications will be taken until funds are exhausted. All applicants will be notified when final decisions are made. Grant funds will be disbursed after the **completion** of the project and submittal of required documentation, as reimbursement for expenses incurred by the grant applicant. All expenses incurred shall be invoiced and dated after the grant award date.

For reimbursement: The recipient must provide a detailed summary of expenses and attach receipts or invoices, along with pictures of the completed project to the City Administrator at 2 North 7th Street.

**EXCEL! ESTHERVILLE DOWNTOWN 2nd STORY WINDOW
GRANT APPLICATION**

Date: _____

Business Contact Information

Business Requesting Funding: _____

Contact Person & Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Description (If more space is needed, please attach a separate sheet.)

Describe the current state of the 2nd story windows:

Describe the proposed improvements:

Estimated Completion Date: _____

Estimated Total Project Cost: _____ Grant Amount Requested: _____

Please attach an itemized breakdown of all project costs, pictures of current state of building, and any further information you think may be helpful such as pictures/samples of materials that you will be using.

Signature of Applicant: _____

Print Name of Applicant: _____

Incomplete grant applications will not be considered. Please review the checklist below to make sure all the necessary items are included.

Mail or drop off your completed application to the City Administrator at 2 North 7th Street.

Checklist for Applicant: Make sure all boxes are marked yes prior to submission.

- | | Y | N |
|---------------------------------|--------------------------|--------------------------|
| 1. Application form filled out? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. "Before" Pictures Included? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Budget Breakdown Included? | <input type="checkbox"/> | <input type="checkbox"/> |

Mail or drop off your completed application to the City of Estherville at 2 North 7th St , or email to p.clayton@cityofestherville.org

For Office Use Only.

Necessary Application Materials Supplied	Date: _____
Application Approved/Denied	Date: _____
If Denied, why? _____	
Grant notification	Date: _____
Receipts/Invoices Provided	Date: _____
Reimbursement Request Submitted to City	Date: _____