

**EXCEL! ESTHERVILLE
BUSINESS PROPERTY IMPROVEMENT GRANT PROGRAM**

This matching grant is designed to assist new and expanding businesses in Estherville to locate in and improve the interior of an existing commercial building. The program will help increase the occupancy rate for existing structures. Projects must represent permanent improvements that would remain in the building despite lease termination or sale of property.

Eligible Properties

Commercial properties within Estherville city limits. Downtown buildings and those along the Highway 9/Central Avenue corridor will be given priority consideration.

Eligibility Requirements

- Available to property owners or tenants, with permission of property owner. Tenants must have a minimum 1-year lease and provide a copy of the lease with the application.
- Not intended for new building construction. Funds can be used for interior leasehold improvements which remain a part of the structure/property.
- Property must be current in City utility bills, property taxes and without city liens.
- Applicants must ensure that all required permits and approvals are obtained.
- Only one grant will be awarded to a single building address, regardless of the number of businesses or business spaces that exist at that address.
- Grants will not be awarded to residential properties, non-conforming uses, non-permitted uses or other issues.
- Building must be structurally sound and weathertight.

Eligible Activities

The program is only for interior improvements on structures with non-residential uses which remain a part of the structure / property. Generally, qualified improvements must be for necessary rehabilitation or retrofitting that enhance and increase the functionality of the building for its intended /permitted use.

- **Interior Building Renovations** - Structural and non-structural interior alteration and repair. Work performed on interior of building, including:
 - Attached / permanent furniture or fixtures
 - Drywall
 - Flooring
 - Moving, installing or replacing walls.
 - Painting

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- Repair / replace / install ceiling
- Replacement of or addition of trim or molding (window, door, baseboard)
- **Lighting** - permanent fixtures.
- **Plumbing and Electrical** - Includes work to enhance business operations as part of a total renovation project:
 - Communication cabling
 - Ductwork
 - Electrical wiring and fixtures
 - Fire alarm, suppression and/or detectors
 - Plumbing
- **Other** - Permanent shelving, partitions, replace, install or removal of doors and windows, ADA improvements.

Ineligible Activities

- HVAC
- Water Heaters
- Signage
- Permit Fees and other city fees
- Owner labor on the project
- **ANY WORK STARTED PRIOR TO GRANT APPLICATION**

Reimbursement & Other Parameters of Grant Program

- Excel Estherville reserves the right to waive any of these required provisions.
- Excel Estherville will match 50% of the amount spent on eligible improvements up to a maximum of a \$10,000 match. Any improvement over \$20,000 will not be matched.
- Funds available based on the city budget for the program and on a first-come, first served basis. Projects must be started within 30 days and be completed within 6 months of approval of the Grant Agreement, unless a written extension is requested and approved. Grant money will be awarded once the project is completed and the business has opened.

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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 interior of the building.

Describe the proposed improvements pertaining to the grant:

Estimated Completion Date (must be within 6 months of application approval):

Business Name that will be occupying the space:

Describe the business that will be occupying the space:

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Please provide a budget breakdown for the business that will be occupying the space (i.e. income versus expenses) and attach with this application.

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.

A committee member will need to tour the building before approval to guarantee that it is weather tight and ready for an interior remodel.

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 Chamber of Commerce Office at 620 1st Avenue South.

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"/>
4. City Approval	<input type="checkbox"/>	<input type="checkbox"/>
5. Business Plan Attached?	<input type="checkbox"/>	<input type="checkbox"/>
6. Current Review of Building	<input type="checkbox"/>	<input type="checkbox"/>

Office Use:

1. Was building structurally sound and weathertight at pre-application review?
 - a. Date of Review _____
2. After project completion was interior remodel done how it was described on application?
 - a. Date of Review _____

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