



## Applicant Information

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

## Building Information

Address of building: \_\_\_\_\_

Name of building owner (if different from above): \_\_\_\_\_

Building renter(s)/occupants: \_\_\_\_\_

## Financial Information

Total amount of project: \$ \_\_\_\_\_

Total grant amount applied for: \$ \_\_\_\_\_

Owner/Renter Matching Fund Source:

\_\_\_ Cash      Bank Financing (list bank): \_\_\_\_\_      Other: \_\_\_\_\_

## Description of Improvements

Describe the work to be done (City matching funds can only be used for permanent improvements):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how owner/renter matching funds will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is a building permit required for the project?      \_\_\_ Yes      \_\_\_ No

If yes, describe:

\_\_\_\_\_  
\_\_\_\_\_



## Facade Application (Page 2)

### Project Timetable

Date work is to start: \_\_\_/\_\_\_/\_\_\_

Date work is to be completed: \_\_\_/\_\_\_/\_\_\_

### Please attach the following:

- Copies of any written estimates for building improvements
- Drawings that show work to be done
- Exterior colors and overall paint scheme
- Pictures of building in present condition
- Signed program guidelines
- Completed W-9

Please fax your application to 620-626-0589 or bring it by City Hall. For more information, call 620-626-2257 or visit *ChooseLiberal.com*.

*For Façade, matching funds will be a 50/50 reimbursement with City funding not to exceed \$5000. Funds will be paid out once all work has been completed. Invoices or receipts must be furnished for all materials and labor. Copies of the fronts and backs of cleared checks are required for auditing purposes.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Owner Signature

\_\_\_\_\_  
Date

### For Office Use Only

- \_\_\_ Copies of any written estimates for building improvements
- \_\_\_ Drawings that show work to be done
- \_\_\_ Exterior colors and overall paint scheme
- \_\_\_ Pictures of building in present condition
- \_\_\_ Signed program guidelines
- \_\_\_ Completed W-9

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Economic Development Director Signature



**2012 GUIDELINES  
FACADE IMPROVEMENT GRANTS  
CITY OF LIBERAL**

1. The City of Liberal offers development assistance in the form of 50/50 matching grant money for businesses and property owners located in the following redevelopment districts:
  - a. District One (1) - Kansas Avenue from 11th Street to Birch Street.
  - b. District Two (2) - Highway 54 (Pancake Boulevard).
  - c. District Three (3) - Buildings within the area bordered by Washington and Lincoln Streets from 6<sup>th</sup> Street to Trail Street.

2. Businesses in District One must face Kansas Avenue; businesses in District Two must face Pancake Boulevard; and businesses in District Three must face Washington Ave, Lincoln Ave or one of the side streets (6<sup>th</sup> St., 5<sup>th</sup> St., 4<sup>th</sup> St., 3<sup>rd</sup> St., 2<sup>nd</sup> St. or Trail Street). Residential, government and church properties are not eligible. Mixed-use buildings are eligible if the first floor is commercial in nature.

3. A maximum grant for a qualifying project is \$5,000.00 and must be matched dollar for dollar by the building owner or business. Financial assistance is provided for permanent building improvements only. Examples of permanent improvements include life safety and accessibility improvements required by code, façade rehabilitation and repair/replacement of windows or doors.

4. Exterior colors will be consistent with the following earth tone color scheme:

Earth tone is a color scheme that draws from a color palette of browns, grays, greens, oranges, whites and some reds. The colors in an earth tone scheme are muted in imitation of natural colors found in soil, moss, trees and rocks.

Exterior colors and overall paint schemes must be submitted and approved along with the original application.

5. City grants will be for exterior improvements only. The business or building owner must match the City's grant with building improvements outside the building.
6. Grants will be made on a "first come first served" basis up to an annual maximum.
7. Grants will be paid on a REIMBURSEMENT BASIS.
8. The project MUST be completed within 12 months of being approved by the Economic Development Director in order to be reimbursed.
9. Applications for grant assistance must be approved by the Economic Development Director PRIOR to any work being started. Deviation from submitted application plans must be approved in advance. Any unapproved deviation may jeopardize final grant funding.
10. Proceeds of the façade grants shall not be used to pay off or refinance existing debts; pay salaries of applicant's officers or employees; pay for the purchase of or down payment for real estate; or pay income, real estate or other taxes or assessments.
11. The property will meet all applicable building, life safety, zoning and maintenance codes upon project completion. The applicant must possess a City of Liberal business license and obtain required building permits and/or historical reviews prior to beginning any improvements.
12. At the time of application, all taxes, fees or other debts owed to the City by the applicant or building owner must be paid up-to-date.

13. Only an individual or business having a legal interest in the subject property may apply. This includes a tenant, a property owner or an individual or entity holding a fully executed contract to purchase the subject property.
14. If the applicant does not own the property but is a tenant of the property, the tenant must have the permission of the property owner in writing.
15. Application for grant assistance will be considered within 21 business days after submission of a completed application.
16. The City reserves the right to reject any application.
17. As a condition of the grant, the City may provide a building inspection team to determine the most urgent building needs. This inspection report will be considered part of the grant application. Previous Fire Department inspection reports will also be considered.

## **EVALUATION CRITERIA**

Applications for grant assistance are first considered at the staff level to make sure they are complete and adhere to the published guidelines. The application will then be considered by the Economic Development Director.

## **GRANT APPLICATION PROCESS**

1. Meet with Economic Development staff to determine whether the grant is applicable to the project.
2. Turn in the completed application with all required attachments to the Economic Development Director or such other person as the City Manager may designate. Please include 8 ½ x 11 copies of all drawings. Copies of attachments and drawings needed to secure a building permit from the City are also acceptable.
3. The Economic Development Director will review the project and application to determine eligibility and the amount of grant assistance allowed within 21 business days of the submission of all required information. The Director may request additional information if it considers the information supplied by the applicant to be insufficient.
4. Upon the submission of all required information, the Director may contact the applicant to schedule a tour of the project site and building. City inspection staff may be invited to come on the tour of the building.
5. Upon project completion (must be within 12 months of grant approval), schedule a follow-up tour and submit actual project cost information, including copies of itemized invoices and receipts. The fronts and backs of cleared checks are required for auditing purposes.
6. Upon receipt of evidence documenting actual project costs, the City shall have 30 days to confirm that such project costs were so incurred. Within 30 days after all the requirements set forth are met, the City shall issue a check for reimbursement of the costs incurred up to the amount awarded.
7. City Commission will review the status of this grant program once a year to determine if any changes in the guidelines are needed. This program is subject to Commission questions at anytime deemed necessary.

I have received, read, understand and agree to the guidelines as presented in this form.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: