



Beautification Grant Application

Applicant Information

Applicant Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Building Information

Address of Building: _____

Name of 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:

Describe how owner / renter matching funds will be used:



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Project Timetable

Date work is to start: _____/_____/_____

Date work to be completed: _____/_____/_____

Please attach the following:

- Copies of any written estimates for improvements
- Drawings that show work to be done
- Pictures of landscape in present condition
- Signed program guidelines
- Completed W-9

Please fax your application to 620-626-0589, bring it by City Hall or scan and email with attachments to:

melanie.lunceford@cityofliberal.org

For more information, please call 620-626-2257 or visit www.chooseliberal.com

Reimbursement will be 20% of the project with City funding not to exceed \$4000. 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 improvements

_____ Drawings that show work to be done

_____ Pictures of landscape in present condition

_____ Signed program guidelines

_____ Completed W-9

Approval Date

Economic Development Director Signature



GUIDELINES
BEAUTIFICATION GRANT
CITY OF LIBERAL

1. The City of Liberal offers development assistance in the form of 20 percent matching grant money for businesses relocating to the following redevelopment district:
 - a. District One (1) - Kansas Avenue from 11th Street to Birch Street.
 - b. District Two (2) - Highway 54 (Pancake Boulevard).
2. Eligible properties face Pancake Blvd or Kansas Ave from 11th St to Birch St. 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 \$4,000.00 and must be matched dollar for dollar by the building owner or business.
4. Grants are for the purpose of landscaping.
5. Grants will be for exterior improvements only.
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.
10. Proceeds of the Beautification Grant shall not be used to pay off or refinance existing debts; pay salaries of applicant's officers or employees; pay for the purchase 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 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 make an application. This includes a tenant, an owner of the property 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 5 business days after submission of a completed application.

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 the Economic Development Department 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 5 business days of the submission of all required information. The Director may request additional information if he 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 building. City inspection staff may be invited to come on the tour.
5. Upon project completion (must be within 12 months of when the grant was approved), schedule a follow-up tour and submit actual project cost information, including copies of itemized invoices, receipts, and such other documentation as may be required by the grant agreement. 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: