



2018 Commercial Property Improvement Grant

PROGRAM PURPOSE

The 2018 Commercial Property Improvement Grant aims to encourage and assist businesses and property owners improve the appearance and architectural cohesiveness of new and existing commercial buildings and properties, within Targeted Revitalization Areas (TRAs) identified in Gypsum's 2017 Master Plan. Teardowns and full removal of blighted, rundown or otherwise neglected buildings within the TRAs are also eligible for grant support under this program.

Improvements must visibly enhance the façade or landscape of properties visible from public rights-of-way. Improvements can be made through the use of certain materials, design elements and landscaping enhancements, as well as through the teardown and full removal of blighted and neglected buildings. Such enhancements provide lasting value to the community by improving the general attractiveness of these targeted areas.

Similar community grant programs have been shown to spur a "neighborhood effect" that can lead to other area improvements and encourage investment in surrounding properties. Better aesthetics increase property values, improve the marketability of area commercial space and draw businesses and residents to the area, all of which help the Town meet its economic vitality and master plan goals.

PROGRAM OVERVIEW

1. Grants provide 50% matching funds up to a maximum grant award of \$30,000 towards the costs of eligible improvements. The maximum grant award will only be made in "high-impact" cases where the visible improvements provide an exceptional community benefit. The Gypsum Town Council has allocated \$60,000 to fund the Commercial Property Improvement Grant program in 2018. This program will provide grants via a competitive application review process.
2. Preference will be given to projects that:
 - a. Incorporate design elements and materials described in the "Placemaking Design Guidelines" detailed in Chapter 4, pg. 55-57 of the Town's 2017 Master Plan.
 - b. Result in site improvements that provide the most significant visual improvement over current conditions as seen from public rights-of-way.
 - c. Fully remove blighted and otherwise rundown buildings from areas targeted under this program.
3. Grants are awarded by merit as determined by the Gypsum Economic Development Advisory Committee, on a first-come, first-served basis until the funding is gone.
4. Qualified applications received by the deadline will be scored by the Economic Development Committee based on adherence to project criteria and the overall positive impact of the enhancement to the business, property, surrounding businesses and the community.



PROGRAM GUIDELINES & ELIGIBILITY

5. Applicant Eligibility & Requirements:

- a. Eligible applicants must be a commercial business or commercial property owner. Exclusions include home-based businesses and enterprises not subject to tax collection.
- b. Eligible applicants may not apply more than once a year and may not receive more than \$30,000 maximum per year.
- c. Applicants must be in good standing with the Town. Properties with outstanding code violations, delinquent sales taxes, past due Town utility bills, or expired business licenses are not eligible to apply.
- d. Applicants must be members of the Gypsum Chamber of Commerce. Applicant must include a valid 2018 Chamber membership certificate with grant application materials or a written acknowledgement that the Chamber has received payment for 2018 membership dues. Applicants proposing teardowns are not required to be Chamber members.
- e. Projects must meet all current applicable Town codes, permitting requirements and design guidelines.
- f. Grants are open to property owners or tenants. If tenants apply, written property owner permission must be provided.
- g. All businesses must receive grant approval prior to beginning improvements to be eligible to receive funding.
- h. Grant awards are only valid for payout within the 2018 calendar year. Grant work must start no later than August 1st, 2018, otherwise funding award will be withdrawn and made available to other grant applicants. Projects must be completed by November 1st, 2018
- i. Applicant agrees to allow the Town to feature projects in promotional materials.
- j. Grant funds will be disbursed to awardees upon final project completion. Awardees must provide copies of all paid invoices, including copies of cancelled checks and/or credit card receipts and schedule a site visit with staff to verify project completion. Upon final approval, reimbursement should take between 2-4 weeks. Funding timing may be adjusted, for instance 50% up front and 50% upon project completion, if specific project constraints warrant.

6. Property Eligibility:

- a. Commercial properties and businesses located within one of the “Targeted Revitalization Areas” are eligible to apply.
- b. ***Please review the attached map of “Targeted Revitalization Areas” to determine property eligibility.



ELIGIBLE (& INELIGIBLE) IMPROVEMENTS

7. Types of Improvements that are eligible:

- a. Proposed projects must be for exterior improvements visible from public rights-of-way and may include: facades, gutters & downspouts, exterior lighting, awnings & canopies, painting, masonry, landscaping, irrigation, parking lots, sidewalks, bike racks, doors, visible roof repairs etc. Teardowns and full removal of blighted, rundown or otherwise neglected buildings within TRAs are also eligible for grant support under this program.
- b. Preference will be given to projects that incorporate design elements and materials described in the "Placemaking Design Guidelines" detailed in Chapter 4, pg. 55-57 of the Town's 2017 Master Plan.
- c. Preference will be given to site improvements that provide the most significant visual improvement over current conditions as seen from public rights-of-way.

8. Types of Improvements that are not eligible:

- a. Non-visible roofing, signage, interior renovations, temporary, portable or non-permanent improvements, operating costs, etc.

***The above lists of eligible and ineligible improvements are not intended to be exhaustive. All improvements are subject to Town Council approval.

APPLICATION INSTRUCTIONS & SELECTION PROCESS

1. The grant application period opens on December 1, 2017 and closes at 5:00 p.m. on March 31, 2018. Applications are available at www.townofgypsum.com and Town Hall, 50 Lundgren Blvd., Gypsum, CO 81637.
2. ***All applicants are REQUIRED to schedule a meeting with Lana Gallegos, Jeremy Rietmann or Jeff Shroll to review their proposed projects with Town staff prior to application submission to gain a full understanding of any Town codes that may be relevant to a particular project.***
3. Return fully completed application to economic development director, Jeremy Rietmann at jeremy@townofgypsum.com. Applications must include a project budget with qualified estimates for improvement projects. Applications without a budget will not be considered.
4. Representatives from the Gypsum Economic Development Advisory Committee will review all grant applications and provide funding recommendations to the Gypsum Town Council for final determination.
5. Applicants will be notified of project approval or denial within four weeks of application submittal.
6. If you have any questions regarding this grant program, please contact Jeremy Rietmann at 970-524-1730.



2018 Commercial Property Improvement Grant Application

BUSINESS NAME: _____	PHONE: _____
CONTACT PERSON: _____	TITLE: _____
E-MAIL: _____	WEBSITE: _____
MAILING ADDRESS: _____	PHYSICAL ADDRESS: _____
BUSINESS OWNER: _____	PROPERTY OWNER: (Leased property) _____
PROPOSED GRANT AMOUNT: _____	PROPOSED BUSINESS MATCH: _____

Please indicate what improvements you wish to make to the exterior of your building:

- | | | | | |
|---------------------------------------|---|--|---|-----------------------------------|
| <input type="checkbox"/> Façade | <input type="checkbox"/> Gutters & Downspouts | <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Awnings & Canopies | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Sidewalk |
| <input type="checkbox"/> Bike rack(s) | <input type="checkbox"/> Doors | <input type="checkbox"/> Windows | <input type="checkbox"/> Visible Roof Repairs | |
| <input type="checkbox"/> Other: _____ | | | | |

Please briefly describe your proposed project:

I understand that this grant agreement must be signed and approved prior to commencing work on my project and that the Town will pay no more than 50% of the total improvement costs, up to a maximum match/reimbursement of \$30,000.

Enclose the following: Proof of 2018 Gypsum Chamber Membership, consent from property owner (if applicable), “before” photo(s) of site, sketch of proposed end product, project budget, and color and material recommendations.



I have read and provided all required submission items:

X _____
Applicant's Signature Date

X _____
Building Owner's Signature (if different from applicant) Date

Office Use Only:

Date Received: _____ Application Approved: Y N Approval Date: _____ Amount Approved: _____

Project Completion Date: _____ Project Verified/Site Visit: _____ Amount Paid: _____ Date Paid: _____

APPLICATION SUBMISSION

Email completed application to jeremy@townofgypsum.com or
Mail to: Town of Gypsum Commercial Property Improvement Grant Program
P.O. Box 130, Gypsum Colorado 81637

APPLICATIONS DUE BY 5:00 P.M. ON MARCH 31, 2018