

Omro BID Façade Grant Program

Purpose:

The Omro BID makes these grants available to business and property owners for the purpose of promoting the historic character of our downtown and overall appearance of the businesses in the city. **Omro BID and Future Omro's mission of downtown revitalization recognizes the importance of maintaining and enhancing the historic qualities of downtown.** Grants awarded through this program are intended to encourage property improvements which further this mission.

Applicants are advised that the BID is not obligated to consider requests for work undertaken prior to approval of the grant proposal.

Guidelines:

- Grants are to be used for exterior rehabilitation to existing commercial buildings within the Omro Business Improvement District.
- Rehabilitations or improvements are to be in accordance with Future Omro's *Design Guidelines* and the *Secretary of the Interior's Standards for Rehabilitation*. Compliance will be determined by the Omro BID Board of Directors.
- Grants will provide a dollar for dollar match of business or property owner project funding up to a maximum of \$1000 per project for facade improvements and \$500 per project for signs and signage. If materials are purchased in Omro and/or tradesmen hired in the 54963 area, and documentation is provided, the project will be eligible to receive an additional \$100 per facade improvement and/or \$50 per signage. Only **one grant** may be applied **per assessed address per year**.
- A limited amount of funding is available under this program, and the Board reserves the right to make awards of limited funds based on the relative merits and positive impacts of the projects. If several projects are under consideration at one time, grant applications will be considered in order of which they are received in the Future Omro office.
- Building owners or their tenants may apply.
- Applicants are encouraged to consult with Future Omro as designs are developed and before restoration takes place. The Design Committee has developed *Design Guidelines* for use by all businesses, but concentrates on the historic downtown district.
- All applicants must obtain building permits required for the project and conform to local ordinances.
- Signage must conform to local ordinances and not infringe on any copyright or trademarks.
- The Omro BID and Future Omro will not use race, sex, age, religion, or other prohibited categories as grounds for refusing a grant to an eligible applicant.
- The Board of Directors decision is final.
- **Examples of Eligible Activities:**

Eligible improvements include, but are not limited to:

- Complete façade restoration
- Materials and labor, and professional design assistance
- Building cleaning
- Exterior painting
- Exterior lighting
- Exterior door or window replacement or alteration
- Tuck pointing or cleaning of exterior brick (see Future Omro Design Guidelines)
- Exterior signs permanently attached to property owner's land or building used to advertise

- property owners business or window signs
- Ground preparation and plantings that are anticipated to survive two or more years
- Planters permanently affixed to land or building
- Outdoor seating permanently affixed to land or building
- Exterior deck for business use
- Replacement of roof, gutters or fascia
- Awnings attached to building
- Parking lot construction, resurfacing, sealing, striping once every 3 years

Grant Application Procedure:

1. Complete the grant application form available at the Future Omro office or online at www.omro-wi.com/business-improvement-district.html and attach a copy of the proposed work and projected costs. Bids, quotes, sketches or photo examples are encouraged. Grant proposal may be delivered in person, mailed or emailed to the Community & Economic Development Director at the Future Omro office.
2. If the proposal conforms to the Design Guidelines, all local ordinances, all aspects of the project and application are acceptable, the Future Omro Design Committee/BID Board will move the application forward in the approval process and work can then be completed. Should the committee require further information or alterations to the proposal, the applicant will be contacted by the Community & Economic Development Director.
3. Once the application is accepted and formally approved by the Board of Directors, any changes in the facade or sign project specifications must be approved by the Future Omro Design Committee/BID Board. Deviations from an approved project plan may disqualify the applicant from receiving grant funding.
4. Upon project completion please notify the Director, then the Future Omro Design Committee/BID Board will conduct a final inspection. Grant monies will only be disbursed after such inspection of grant application form and submittal of paid receipts from the completed project to the Director. Reimbursable items include materials and hired labor/contractors. All costs incurred and payment made have to happen the year of the application. Only one application per property will be accepted per calendar year, with year ending in December.

Return completed application forms and materials to:

Future Omro
130 W. Larrabee St.
Omro, WI 54963

Omro Business Improvement District Façade Improvement Grant Application

Please fill out this application and return it to: Dana Racine, 130 W. Larrabee Street, Omro, WI 54963; or fax it to (920) 685-0384; or e-mail it to: dracine@omro-wi.com.

Owner's/Tenant's Name: _____

Business Name: _____

Address of Building: _____

Phone Number: _____ E-mail: _____

Type of Project (Please Check All That Apply):

Complete façade restoration

Materials and labor, and professional design assistance

Building cleaning

Exterior painting

Exterior lighting

Exterior door or window replacement or alteration

Tuck pointing or cleaning of exterior brick (see Future Omro Design Guidelines)

Exterior signs permanently attached to property owner's land or building used to advertise property owners business or window signs

Ground preparation and plantings that are anticipated to survive two or more years

Planters permanently affixed to land or building

Outdoor seating permanently affixed to land or building

Exterior deck for business use

Replacement of roof, gutters or fascia

Awnings attached to building

Parking lot construction, resurfacing, sealing, striping once every 3 years

Other (Please describe) _____

Description of project (Please use detail to include size, color, etc., & attach sketch or photo example, paint chips, etc., if available): _____

Total Cost of Project: _____ Do you rent or own? _____

If renting, owner's name/address: _____

(Please attach letter of permission from owner to do any façade work).

Signature of applicant: _____ Date: _____

*Documentation of paid bills must be submitted when the project is completed. Reimbursable items include materials and hired labor/contractor. All eligibility and reimbursement is subject to BID Board final approval. A limited number of grants are awarded annually. All costs incurred and payment made have to happen the year of application. Only one application per property will be accepted per calendar year. Responsibility of project completion and payment of funds for the completed work is that of the owner/tenant.

Office Use Only: Amount of _____ Received by Director Date: _____ Initials: _____ Supporting Materials Included: Y/N

Work Approved by FO Design Date: _____ BID Board Date: _____

Funding Approved by FO Design Date: _____ BID Board Date: _____

Application Sent to City Hall for Payment Date: _____