

KENDALLVILLE REDEVELOPMENT COMMISSION (RDC) PRESERVING MAIN STREET MATCHING GRANT APPLICATION GUIDELINES

Dear Property or Business Owner,

The PreservINg Main Street Matching Grant Program is designed to encourage both business and building owners to improve the aesthetic appearance of their historical Kendallville building façade in an effort to help stimulate commerce and enhance the overall business environment of the downtown's historic corridor.

*Grant requests are reviewed monthly by the Historic Preservation Commission for appropriateness before review by the RDC at their regularly scheduled meetings (generally the 2nd Wednesday of the month at 8:00am at City Hall). **Those businesses requesting a grant are strongly encouraged to either attend the meeting or have a duly appointed representative available** (in person, by phone, or via another method) to answer questions about the request that may impact the decision of the RDC.*

Attached herein are program guidelines for your review, as well as the application.

Sincerely,

The Kendallville Redevelopment Commission

GRANT GUIDELINES

This program is funded from a combination of sources permitted by Indiana statute. These sources currently include the captured allocations from the 2020 Tax Increment Financing (TIF) District, donations, and grants.

The program offers an opportunity for a property owner or tenant within the Historic Preservation District to receive monetary grant assistance for improvements to their property. All grants awarded require a 25% match from the owner, tenant, or other reliable funding source (such as a bank loan or additional grant funds). Grants will be awarded based upon a certification of appropriateness by the Historic Preservation Commission, and a needs assessment review by the RDC. Applications must be submitted in their entirety – with all the necessary supporting documents attached – before they will be considered for review by either organization.

Grant awards may not exceed \$50,000 per property, to be awarded as follows:

- **Façade Improvement:** Up to a 75% maximum reimbursement of actual costs for eligible activities of at least \$10,000 but no more than \$50,000. Eligible activities include any facade improvement that are eligible under the PreservINg Main Street grant guidelines from the Office of Rural and Community Affairs (OCRA), as described on the following page.

NOTE: The RDC has set aside \$300,000 for this special grant program. This grant program will expire when the \$300,000 has been distributed, or by November 1, 2023 (whichever comes first).

ELIGIBILITY REQUIREMENTS

1. The property must be located within the defined Historic Preservation district.
2. Applicant(s) must be the building owner. Tenants may qualify upon receiving written consent from the building owner.
3. Improvements to the front facade only (or side facade if facing a side street).
4. Grant applications must be submitted by the Friday prior to an RDC meeting to be eligible for consideration.
5. Applicant must provide proof of insurance at time of application, as well as prior to final grant payout.

ELIGIBLE ACTIVITIES

(Items include, but are not limited to, the following)

1. Accentuating the existing features of the building through painting, lighting restoration, replacement, cleaning, or other treatment of exterior surfaces.
2. The addition of design elements which may have appeared on the original building, or are in keeping with the building's character.
3. Repair to building front facades
4. Cleaning of building exterior.
5. Exterior painting, if historically appropriate.
6. Repairing or replacing cornices, entrances, doors, windows, and/or decorative detail.
7. Façade Renovation – must involve the general upgrading of a building's external appearance

INELIGIBLE ACTIVITIES

(Items include, but are not limited to, the following)

1. Interior improvements.
2. Asbestos, mold, and mildew removal and/or mitigation.
3. Sidewalks.
4. Purchase of furnishings, equipment, or other personal property not part of the real estate.
5. Improvements completed, or in progress, prior to notification of approval.
6. Repair or creation of features not compatible with original architecture.
7. Façade grants are not meant to replace your insurance deductible.
8. Grants will not be provided to property owners who have already receiving grant funding from OCRA's Preserving Main Street program.
9. Roof repair or replacement.

GRANT PROCESS

1. Submittal shall include:

- a. A minimum of three estimates (or requests for estimates) for proposed improvements by qualified contractors.
- b. Written description of proposed improvements, including materials, color, etc.
- c. Supporting data if applicable (photos are helpful).
- d. Completed application and proof of insurance.

2. Historic Preservation Commission Review

- a. Only one application per building will be considered, with a minimum request of \$10,000 and a maximum request of \$50,000 per property.
- b. The Historic Preservation Commission will review all applications submitted by the Friday prior to their regularly scheduled monthly meeting.
- c. Requests that meet historic preservation guidelines will receive a certificate of appropriateness and be

passed on to the RDC for final review and approval.

2. Final Approval

- a. The RDC will review application(s), determine if the project qualifies for assistance, and determine the amount of the grant. Awards may not exceed 75% of the lowest estimate (quote). Applicant may select a contractor with a higher quote and pay the difference.
- b. The RDC will issue a written authorization to proceed to each successful applicant.
- c. Work for which a grant is sought shall not begin before receiving the written authorization to proceed from the Kendallville RDC.
- d. Grantee is responsible for obtaining any permits required to do the project. Permit fees may be included as part of the project expense with matching grant funds. If scaffolding is required within the right of way, Board of Works approval may be needed.
- e. Once approval is granted, any changes to the original submission must be resubmitted and reviewed by the Historic Preservation Commission and the RDC.

3. Grant Payments:

Disbursement for grant payments will be made as follows:

- a. 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Kendallville Building Inspector, if work required a building permit, or by the owner, if work is completed to their satisfaction.
- b. All improvements must be completed within six months unless an extension is granted by the RDC following a written request from the applicant.
- c. After receiving verification that the work has been completed satisfactorily and that the applicant's portion of the contract has been paid, the RDC may pay the grant portion of the project directly to the contractor.

For more information on the Preserving Main Street grant program of the RDC, or to download a grant application, please visit kendallvillein.gov.

Completed applications should be submitted to the Historic Preservation Commission at:

Via US Mail:

**Historic Preservation Commission
c/o City Hall
234 S Main Street
Kendallville, IN 46755**

VIA Email:

kritchie@kendallvillein.gov

Questions:

260-347-7025

**KENDALLVILLE REDEVELOPMENT COMMISSION (RDC) PRESERVING
MAIN STREET MATCHING GRANT PROGRAM
APPLICATION**

Application Date: _____

Applicant / Co-Applicant: _____

Owner of Business Property: _____

Tenant (if different from property owner): _____

Business Name and Address: _____

Phone Number(s): _____

Email Address(es): _____

Project Scope of Work:

Windows: Removal _____ New _____ Altered _____ Repaired _____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: \$ _____ Amount of Funding Requested: \$ _____

☐ Check here if you are filing a claim with your insurance company for repairs related to this request

Please provide the business name and contact information for each contractor you called to request a quote:

Contractor 1	Name: _____	Phone/Email: _____
Contractor 2	Name: _____	Phone/Email: _____
Contractor 3	Name: _____	Phone/Email: _____
Contractor 4	Name: _____	Phone/Email: _____
Contractor 5	Name: _____	Phone/Email: _____

Maximum award granted for actual work is \$50,000. Funds may be awarded as follows:

- Up to 75% maximum reimbursement for facades and storefronts

I hereby submit the attached plans, specification(s), and color samples for the proposed project, and understand that these must be approved by the Kendallville Redevelopment Commission (RDC). No work shall begin until I have received a Building Permit from the Kendallville Building Inspector (if the proposed work required it). I further understand that that project must be completed within six (6) months, or within a timeframe deemed reasonable by the RDC. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion unless additional improvements are deemed necessary.

Signature:

Date: