

City of Breese
Business District
Improvement Grant Program

Overview

The City of Breese Business District Improvement Grant Program is a grant initiative administrated by the City of Breese. The purpose of the program is to encourage and assist property and business owners to improve the interior and exterior of their business properties. Properties must be within One (1) of the Three (3) Business Districts within the City of Breese and a Registered Business must occupy the property.

Applicants are eligible to receive a Grant reimbursement for **50%** of eligible expenses on the project up to a maximum of **\$5,000** (Fiscal Year 05/01/2024-04/30/2025 Cycle). This is a reimbursement program; grant dollars are disbursed at the time of the project completion for approved projects that have submitted all required documentation. A building owner/eligible business can only participate in the Improvement Program with one project per fiscal year. **Funds are limited and winning projects will be selected as part of a competitive process.**

Proposed Timeline for Fiscal Year 05/01/2024-04/30/2025 Cycle: *(Program will have an annual cycle.)*

Application Period Opens: July 16, 2024

Application Deadline: September 13, 2024

Applications must be received at Breese City Hall no later than 5:00 pm, September 13, 2024.

Grants Awarded: September 17, 2024

Eligible costs include, but are not limited to:

- Security Cameras/Equipment
- Architectural cost, engineering cost, legal cost, and finance cost.
- Acquisition of land or other real property
- Demolition or removal of existing components of real property
- Cost of renovation, rehabilitation, improvements to real property
- Cost of installation of equipment, utilities, fixtures
- Cost of exterior renovation, rehabilitation, improvement
- Cost of approved signage
- Cost of approved fencing

****Items that are considered general building maintenance may be considered for the program, however will generally score much lower than projects of real property rehabilitation.**

Applicant/Property Owner Qualifications:

- An applicant/property owner under a current TIF agreement with the City is not eligible for the Improvement program for their active project. Once the work associated with the TIF agreement is complete the applicant/property owner would be allowed to apply for an improvement grant.
- Must be current in the payment of real estate taxes to Clinton County
- Must be current in any amounts or accounts due to the City of Breese
- No significant code violations (present or pending) within the City of Breese and no violations of the City of Breese Building Code or Inspections
- Business occupying property must be Registered with the City of Breese

Applicant's Responsibilities and Submission Requirements:

- Conceptual design plans (may be hand drawn, computer drafted and/or photoshopped images)
- Summary of proposed improvements
- Five (5) photographs of current condition including overall and close-up of project area
- Detailed cost estimates
- Letter from bank, or a bank statement, that shows applicant has sufficient funding to cover full project costs
- Written approval from building owner (if leasing)
- Proof of current property and casualty insurance
- Completed Improvement Grant Application
- Signed Conflict of Interest Statement indicating that no elected official or employee of the City of Breese has an interest in the applicant's business or subject property.
- If the project is approved, on completion of the project submit receipts and documentation of completed work.

Evaluation Criteria and Approval Process:

- City of Breese Finance Committee or Appointed Committee will rank COMPLETED applications using factors including, but not limited to, the following:
 - Conformance with City of Breese Building Codes
 - Overall impact of the project
 - Total projected budget
 - Property maintenance history of the site (including recurring code violations)
- The Finance Committee will provide to the Mayor their recommended projects.

The City reserves the right to reject any project or request additional information at its sole discretion. Once approved, projects must be completed within 6 months, unless the City agrees to extend the timeline due to extenuating circumstances. All projects will need to secure any required building permits. A licensed architect or engineer may be required depending on the type/scope of the project.