



BUILDING IMPROVEMENT GRANT PROGRAM
CITY OF GREENSBURG, INDIANA

Restoring downtown Greensburg, one building at a time...

PURPOSE

The Alma Taylor Foundation (herein referred to as ATF) Alma Taylor Downtown Building Improvement Grant Program (herein referred to as ATG) was created to encourage and assist in the maintenance and rehabilitation of our downtown commercial buildings.

AMOUNT

The ATF will provide grants up to \$20,000 each year depending on availability of funds for downtown building improvement, maintenance and rehabilitation. The ATF Board of Directors reserves the right to approve individual grants for higher amounts on a case by case basis. The applicant must pay the entire project cost prior to receiving reimbursement at ½ of the cost up to the maximum amount of the grant awarded. Applicants that invest more than 50% owner equity will receive preferential consideration. The ATF Board of Directors will vote to make the final determination on the amount of the grant.

ELIGIBILITY

Applicants must be the **owner of record or mortgagor. Verifiable proof of ownership required or mortgage required.**

Property must be located downtown Greensburg. Downtown Greensburg for the purpose of this grant program is defined as an area that is within two blocks of the downtown square.

Buildings must be used for commercial or industrial purposes. Residential and church-related properties are not eligible. If there is a mixed-use property involved in the grant request, only the commercial or industrial aspect will be covered by the grant.

Applicant **must** pay the entire cost of the project and the ATF will reimburse ½ of the cost up to the amount approved for the project.

Each property is eligible for up to a maximum of \$20,000 in grants. Multiple applications can be submitted until the \$20,000 maximum per property is reached. All applications are subject to board approval.

Owners, mortgagors, or contract purchasers of multiple buildings are eligible to submit applications for multiple grants provided each grant is for a separate building.

USE OF GRANT PROCEEDS

The grant program is designed to encourage restoration and rehabilitation of original and historic building features that contribute to a distinctive downtown character. Most visible exterior improvements such as storefront renovations, doors, lighting, signage, awnings, landscaping, architectural cornice restoration, replacement windows, and upgrade repairs are eligible for matching grants. Structural items including mechanical systems, roofs, and interior design and utility improvements may be considered eligible for grants provided such items are proven to be necessary to maintain the integrity of the building, increase employment or expand business operations.



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Grant proceeds can be used for:

- Exterior renovation of the structure
- Interior modifications and improvements designed to enhance the building

Grants will not be awarded for working capital, property acquisition or refinancing of existing debt.

Grant amounts shall not exceed 50% of any approved project's total cost with a maximum award of \$20,000 per building. Therefore, to receive the maximum grant amount, the total project cost must be at least \$40,000.

All ATG requests are subject to review by the ATF executive board. Grant decisions will be determined on a case-by-case basis.

ATF grants will be distributed to recipients upon successful completion of the project as approved. Changes to an approved project must be reviewed and approved by the ATF executive board. Failure to obtain proper approval may result in a reduction of award amount or the forfeiture of the grant in its entirety. Grant applicants will be required to provide receipts and / or proof of purchase to validate their expenses, financing and investment match.

The ATF executive board will monitor program compliance. The ATF treasurer will administer all ATF funds subject to board approval.

Upon completion of the project, a bronze placard approved by the ATF must be placed on the exterior façade of the building. The placard will must include the words "Project sponsored in part by the Alma Taylor Foundation". This requirement will help insure the legacy of Alma Taylor lives on and acknowledges her passion for downtown and her generosity. **Grant recipients are also required to mention the ATF grant in any news articles, press releases or interviews concerning the project.**

DEADLINES & INFORMATION

Applications may be submitted at any time; the ATF executive board meets on an as needed basis, and the ATF board of directors meets quarterly. Projects must be completed within 12 months of approval, unless the ATF executive board grants an extension. Failure to obtain extension may result in a reduction of award amount or the forfeiture of the grant in its entirety.

Building permits and other requirements of the city, Historical Commission, county or state are the sole responsibly of the property owner.

Applications and/or further information can be obtained by contacting the ATF at:

Alma Taylor Foundation
PO Box 531
Greensburg, Indiana 47240



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ALMA TAYLOR DOWNTOWN BUILDING IMPROVEMENT GRANT PROGRAM APPLICATION

1. APPLICANT INFORMATION

Name _____

Full legal name as shown on the mortgage or title

Address

Phone _____
Land Mobile

2. PROJECT INFORMATION

Business Name _____

Full legal business name

Project Address _____

City Map Attached (please check) Yes _____ No _____

Current property Use _____

Proposed Use

Proposed Rehabilitation



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Project Cost Estimates

| Rehabilitation | ATF GRANT | Owner Equity | Other Financing (specify source) | Total |
|---------------------|-----------|--------------|----------------------------------|-------|
| Exterior Renovation | | | | |
| Signage | | | | |
| Interior Renovation | | | | |
| Total | | | | |

Note this is a 50% matching reimbursement grant. The amount in the ATF Grant column must not exceed 50% of the total project cost or the application will be rejected. The applicant must spend the total project cost amount and provide verifiable receipts to be eligible to be reimbursed. For example, ATF grant \$5,000, Owner Equity \$5,000 total project cost \$10,000. Owner must provide \$5,000 in verifiable receipts to get the grant check. Applicants must plan to attend a regularly scheduled board meeting to ask questions. **The ATF Board of Directors is not bound by statements made by individual board members outside of board meetings.**

3. REQUIRED APPLICATION ATTACHMENTS

Verifiable proof of ownership of the property ('s) on the application.

Verifiable current year proof of insurance on the property.

To receive full consideration, the following items must be included with the application (if applicable).

Site plan drawn to scale, at a minimum at 1"=100'. Project location must also be noted on a City of Greensburg map.

Elevations of any facade proposed to be altered, drawn to scale of at least 1/8" = 1'; each elevation drawing should include notations of proposed materials, color, finishes and details. The drawing should clearly show proposed signage (if any).

Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

Clear and identifiable photographs, at least 5"x7" in size, of the building facades and facades of neighboring buildings. If more than one facade is proposed for renovation, photographs of each building facade, proposed as well as neighboring, should be submitted.

Preliminary (written) cost estimates.

Rehabilitation/Construction time schedule, noting start and completion date.



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CERTIFICATION

I, the undersigned, certify that I have received and read the guidelines and procedures of the ATF Building Improvement Grant Program. I certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have completed and provided the required attachments in accordance with this application.

I, the undersigned further certify I understand after the project is successfully completed I must provide receipts **in person** at a regularly scheduled Alma Taylor Foundation Board of Directors meetings. The Alma Taylor Foundation Board of Directors will review the receipts and the applicant will be available at the meeting to answer questions. The Board of Directors will then vote to authorize the ATF treasurer to issue the grant check subject to additional site inspection by the BOD or Treasurer.

Applicant Name (print or type) _____ Date _____

Applicant Signature _____

*****OFFICE USE ONLY*****

Date Received _____

Application is _____ APPROVED _____ DENIED Date _____

Amount of approved grant: \$ _____

ATF Authorized Signatures

A copy of the certification page of the ATF Building Improvement Grant application indicating if the grant application is denied or approved will be mailed to the applicant within five days of the ATF board decision. If approved, the applicant will have 30 days from receipt of notification to advise the ATF if they intend to proceed with the project.