



Business Infrastructure Improvement Grant Guidelines

STATEMENT OF PURPOSE

The Kimball Business Infrastructure Improvement Grant is intended to provide financial assistance for businesses or organizations located within the corporate limits of the City of Kimball to improve, update, or upgrade permanent exterior and interior infrastructure in order for the building to adhere to health, safety, sanitation, energy efficiencies, or other code related issues.

FUNDING

This program is administered by the City of Kimball Economic Development Department. For general funding guidelines in regards to the City of Kimball Economic Development Plan, please refer to Section VIII Section A in the Economic Development Plan handbook. Funding is available for improvements to commercial buildings owned or leased by businesses located in commercially zoned areas of Kimball, Nebraska with a funding priority being given to downtown building projects. A business is eligible to apply for multiple Business Infrastructure Grants. Each Business Infrastructure Grant is allowed one eligible activity per application with the total grant payment for each application being capped at \$15,000.

Funding is based on contractor location. A Local Contractor is a contractor located in a 25 mile radius of Kimball within the State of Nebraska. Grant funding is a 70/30 match. A Regional Contractor is a contractor located within the 11 counties of the Nebraska Panhandle. Grant funding is a 60/40 match. A Contractor located outside the Nebraska Panhandle will be a 50/50 grant funding match.

Example: An applicant's project cost is \$14,000.

- Project used a Local Contractor for a 70/30 match; applicant would receive \$9,800.
- Project used a Regional Contractor for a 60/40 match; applicant would receive \$8,400.
- Project used a contractor outside of the Nebraska Panhandle for a 50/50 match, applicant would receive \$7,000.

ELIGIBLE ACTIVITIES

- ADA Bathroom Compliance
- Energy Efficiency Updates Heating
- Energy Efficiency Updates Ventilation
- Energy Efficiency Updates Air Conditioning
- Energy Efficiency Updates Insulation
- Energy Efficiency Updates Lighting
- Energy Efficiency Updates Doors
- Energy Efficiency Updates Windows
- Electrical Updates
- Plumbing/Water Updates
- Plumbing/Sewage Updates
- Other building code related projects requested by Building Inspector, Fire Marshall, Health Inspector, or City Administrator will be reviewed on a case by case basis.

PROGRAM GUIDELINES

- Applicants must be the property owner or have written permission from property owner.
- If the project estimate exceeds \$10,000, at least two different contractor bid estimates will be required.
- Applicants and project contractors must meet all applicable zoning requirements, obtain any approved permits, and must meet all state and local regulatory codes.
- Applicants must submit a complete application within 120 days of project completion.
- Applicants must have an application review meeting (in person or via phone call) with the Economic Development Coordinator.

- Grant is not available to home-based businesses.
- Business shall not have received, nor will receive 100% insurance monies for the project. Applicant can apply for remaining project balance after insurance payment.
- Applicants who are not contractors are eligible to receive credit for up to \$500 for labor performed by oneself, friends, or family. Tasks shall be outlined, work must be of professional quality, and initial application must include this estimate as part of the overall cost of project. Cost will be based on \$10.00 an hour.
- Applicants who are licensed contractors with a project over \$1000 shall be required to provide two estimates for the project; their own company estimate shall be considered as one estimate. This guideline is specifically if the contractor is completing their own work for the project.
- Applicants are eligible to receive reimbursement for professional architectural renderings done by a professional of your choice.
- Sales tax, building permit fees, inspections are not considered part of overall project cost.
- If applicant is unable to complete work, or contract with a craftsman, within 90 days, then applicant must contact the committee chair and inform them that an extension is required. Extensions may be granted for an additional 90 days twice. (For a total of 270 days to complete the work.) After that, if there are still available funds, applicant may reapply.
- Applicant shall endeavor to secure materials locally if possible and practical.
- No materials or work will be considered part of the grant project until the application and work project are approved, and applicant has been notified. (Credit may be given for projects initiated up to 60 days prior to program approval. Applicant does so at risk of not being reimbursed.
- Applicant shall attempt to honor general maintenance guidelines on historic building when possible or practical. This may include not painting bricked surfaces which have not been previously painted, no sandblasting of existing paint on brick, and using proper materials for tuck point procedures.
- Applicant shall attempt to honor historically correct color for the era of building. Example: colors for a building constructed in the 1960's will be different than the colors of Victorian era buildings.
- Amount of funding requested can be adjusted per the Loan Advisory Committee.

REQUIRED SUPPORTING DOCUMENTATION

- A completed and signed application form.
- A written statement from property owner if applicant does not own the building, which includes reasoning as to why the building owner is not the applicant.
- Proof of insurance for each application.
- If eligible activity is not listed, a written statement from the appropriate personnel (fire marshall, building inspector, or health inspector) is required and an explanation as to why the improvements were required.
- Any receipts and canceled checks for proof of payment associated with the cost of the project.
- A sketched design of proposed improvements (if applicable).
- Before and After pictures of the project.

GRANT PROCESS

After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council's decision. Before payment disbursement, all project work must be completed and verified by Economic Development as well as paid receipts or canceled checks must be turned into Economic Development. If applicant chooses to pre-purchase supplies, applicant shall do so at their own risk as the project may not be approved due to fund availability or project ineligibility.



Business Infrastructure Improvement Grant Checklist

To Provide Financial Assistance to Improve, Update or Upgrade Needed Exterior and Interior Infrastructure Needs for the Business to Adhere to Health, Safety, Sanitation, Energy Efficiencies, or Code Related Issues.

BUSINESS NAME: _____

PROJECT TYPE: _____

PROPOSED START & END DATES: _____

PROJECT COST & AMOUNT REQUESTED: _____

The Applicant(s) have met the following criteria:

- A completed application
- Property/Business is located within corporate limits of City of Kimball
- Applicant(s) owns the property or has included written permission from property owner
- Detailed project description & cost estimates (2 are required for a project exceeding \$10,000)
- Any receipts associated with the cost of the project
- A sketched design of your proposed improvements (if applicable)
- Before and after pictures
- Contact information AND license of contractor/business who did or will be completing project

Type of Contractor(s) Used:

- Local Contractor who is located in a 25 mile radius of Kimball will be a 70/30 Match
- Regional Contractor who is located within the 11 counties of the Panhandle will be a 60/40 Match
- A Contractor located outside of the 11 counties of the Panhandle will be a 50/50 Match
- Supplies were purchased locally, if practical
- Historical building(s) general maintenance guidelines have been properly honored

Type of Eligible Activity:

- ADA Bathroom Compliance
- Energy Efficiency Updates (High efficiency heating, ventilation, air conditioning systems, insulation, lighting, doors, or windows)
- Updating Electrical
- Updated Plumbing
- Statement from Building Inspector, Fire Marshall, Health Inspector, or City Administrator if project is preapproved
- Application was filed within 120 days of project completion



City of Kimball Business Grant Application

The information requested will be used to process the application under the terms and conditions of the Kimball Business Infrastructure Improvement Grant or Kimball Business Façade Grant. It is important to complete the entire application and submit the requested documentation; incomplete forms will be returned to the applicant. Please complete one application per project.

Business Name: _____

Owner's Name: _____

Business Address: _____

Business Phone Number: _____

Owner's Cell Phone Number: _____

Business Email: _____

Building Owner (If Applicable): _____

Project Description:

Grant being applied for (check one box):

Business Infrastructure Improvement Grant (see grant guidelines for list of approved projects.)

Business Façade Grant (see grant guidelines for list of approved projects.)

Please answer the following questions:

1. How will the use of this grant improve the property?

2. How will the use of this grant benefit the business?

3. How will this grant impact neighboring businesses?

Labor Details (If project is over \$10,000, 2 different contractor estimates are required.)			
Contractor & License Number	Contractor Location	Estimated Cost	Description of Work to Be Performed
TOTAL PROJECT ESTIMATED COST:			
REIMBURSEMENT REQUESTED:			

AGREEMENT AND CERTIFICATION:

I have read the applicable grant program guidelines and agree to the parameters. I understand that no funds will be issued until the project is completed, all receipts and documentation have been submitted, and verification of project completion.

I hereby submit this application and the required documents for the proposed project. I understand that the application must be approved by the Economic Development Committee and City Council. I further understand that reimbursement will not be given for any work already completed unless it was completed within 60 days of the application date.

Name: _____ **Date:** _____

Date Received by Economic Development: _____

Date Approved by City Council: _____

Filing an application for funds does not guarantee the monies will be awarded. Application and required supporting documents must be submitted to the City of Kimball Economic Development Department in a timely manner (within 120 days from project completion). Applications will not be considered complete without all required supporting documentation. Incomplete applications will be returned to the applicant with no action taken. After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council's decision. Before payment dispersal, all project work must be complete and paid receipts turned into Economic Development. If applicant chooses to pre-purchase supplies, applicant shall do so at their own risk as the project may not be approved due to fund availability or project ineligibility.

If you have any further questions, contact the City of Kimball Economic Development Department at (308) 230-0542 or email: eschlake@kimballne.org. Completed applications and supporting documentation can be returned to the City Office at 223 S Chestnut St, Kimball NE 69145 or via email to eschlake@kimballne.org.