

# Kenton Historic Courthouse District Downtown Building & Business Owners Association Downtown Improvement Grant Program

The Kenton Historic Courthouse District (HCD) Downtown Building & Business Owners Association (DBA) offers grants to incentivize improvements and other worthy projects that enhance downtown Kenton.

Geographically, the HCD is defined as the nine-block area around the Hardin County Courthouse in downtown Kenton. The area is bordered on the north by Carroll Street; on the south by Ohio Street; on the East by Wayne Street; and on the west by Market Street. Most projects of the HCD are focused in this area, however, grant applications for projects in areas adjacent to the defined area may be considered.

Projects that benefit multiple business or building owners, or that provide a benefit to the entire area or population of the HCD may be presented for consideration at any DBA meeting and may be approved by an affirmative vote of the active DBA members, without the completion of a grant application.

The grant application should be completed for projects that benefit a single building/property owner or business owner.

## Program Rules & Guidelines

1. Applications should be submitted prior to the project being completed.
2. Grants must be matched by the recipient with an amount equal to the amount granted. Certain other recent expenditures for improvements may be considered to qualify toward the applicant's match requirement. Expenditures must have been made within the last six months and must be proven with receipts or other documentation to qualify for in-kind match.
3. Funds will be provided via reimbursement with receipts or other documentation and will be in the form of a check from the HCD.
4. Projects must be completed within 12 months of Grant Award or grants become null and void and allocated funds are returned to the funding pool.
5. Projects must comply with the guidelines of the City of Kenton Architectural Review Board and Ohio Building Code, and all applicable State and City permits must be obtained.
  - a. For projects proposed by anyone other than a building/property owner, the applicant must present the express written approval of the owner before any project will be considered for funding.
6. Completed projects will be reviewed by the DBA before funds are released.
7. Grant applications will be reviewed and voted upon by the Executive Committee of the DBA. Preference will be given to applicants who have not received grant money previously.
8. The maximum amount for any single grant is \$5,000.

# Downtown Improvement Grant Application

## APPLICANT DETAILS

Date of Application	
Applicant Entity Name	
Applicant Contact	
Contact Title or Role	
Mailing Address	
Mailing City, State ZIP	
Project Address	
Project City, State ZIP	
Contact Phone	
Contact Email	
Is this entity or person a building/property owner or business owner?	<input type="checkbox"/> Building/Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Both

## PROJECT DETAILS

Project Description	
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Project Impact (How will this project improve or enhance the downtown area?)	
Project Total Estimated Cost*	
Funding Amount Requested	
Estimated Completion Date	
<b>Funding Match</b> - Applicant must pay at least as much as the “funding amount requested” toward this project, either on their own or through other funding sources, which is a <b>Self Match</b> . Alternatively, an <b>In-Kind</b> match may be considered in accordance with rule #2, above.*	
<input type="checkbox"/> Self Match <input type="checkbox"/> In-Kind Match (describe in the space below and attach supporting documents showing other projects with costs equivalent to the required match amount)	

\*Attach any supporting documents such as project cost estimates or in-kind match documents to this application.

\*\*\*Attach copies of all building plans and permits.\*\*\*

## CERTIFICATION

By signing below, I certify that all of the following are true:

- ☐ I am authorized to act on behalf of the applicant.
- ☐ The Project Total Estimated Cost and Match information is accurate.
- ☐ This project complies with the guidelines of the City of Kenton Architectural Review Board and Ohio Building Code, and all applicable State and City permits have been/will be obtained.
- ☐ All attached supporting documents are accurate and complete.
- ☐ I understand that if this project is not completed within 12-months from the grant approval date that grant funds will be forfeited.
- ☐ I hereby grant the HCD and DBA permission to take and share photos of this project on social media and other platforms promoting downtown revitalization or improvement.

SIGNATURES

Applicant Signature	Date
APPROVAL SIGNATURES	
DBA Chair Signature	Date
HCD Coordinator Signature	Date
HCCBA President/CEO Signature	Date
HCCBA/HCD Board Chair Signature	Date

*To receive grant funds, submit receipts for approval to the HCD office at 225 South Detroit Street, Kenton for reimbursement. Receipts must be submitted within 60 days of project completion. All funds will be issued as checks from the HCD.*

FOR OFFICE USE

<input type="checkbox"/> Receipts submitted & reviewed		
<input type="checkbox"/> Project completion reviewed		
<input type="checkbox"/> Payment issued	Check # _____	Check Amount \$ _____ Date _____