

## Kouts Economic Development Commission

### **FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM**

The purpose of this Façade Improvement Matching Grant Program is to stimulate efforts to improve the street appearance of Downtown Kouts' commercial, light industry, and business façades there may be some exceptions, and in doing so help stimulate the business environment of downtown Kouts. The program has been funded by the Town of Kouts and will be administered by the Kouts Economic Development Commission (KEDC). The program offers up to a \$5,000 maximum per applicant (dependent upon the scope of the work outlined), which may be under one or more grant applications. All grants awarded require a matching dollar for dollar expenditure by the owner or tenant. Grants will be awarded on a first-come, first served basis and applications must be submitted in their entirety, with all necessary supporting documents attached before they will be considered for review. Applications will also be reviewed and selected based on their compatibility with the vision and goals of the Kouts Economic Development Commission and their impact on the Town of Kouts. For the fiscal year 2023, there is a total of \$20,000 available.

Funds will be awarded as follows:

- Up to \$5,000 for façades and storefronts **located in Kouts business district, commercial, and light industry.**
- Up to \$3,000 per awning
- Up to \$3,000 for sidewalks and parkways (utility easement or area between sidewalk and state highway)
- Up to \$3,000 for signage and lighting
- The Kouts Economic Development Commission does reserve the right to grant additional money to targeted projects they believe will have a significant impact on the Kouts business district.

The Town of Kouts and the Kouts Economic Development Commission have invested in the Downtown area by updating lighting and streetscape and improving and creating parking areas, etc. and will continue to invest in their own resources.

The Kouts Economic Development Commission will review each application.

#### **Eligibility Requirements:**

1. The property **must be located** within the Downtown Business District.
2. Applicant or co-applicant must be the building owner or tenants may qualify upon written consent of the building owner.

**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, e.g. awnings.
3. Repair to building exterior façades (front, rear, and side façades are eligible).
4. Masonry repairs.
5. Cleaning of building exterior.
6. Exterior painting.
7. Repairing or replacing cornices, entrances, doors, windows, decorative detail, awnings.
8. Sign removal, repair or replacement.
9. Other repairs that may improve the aesthetic quality of the building.
10. Façade Renovation-Must involve the general upgrading of a building's external appearance.

**Ineligible Activities:**

1. Interior improvements (except window display areas).
2. Roofing (unless visible to the public).
3. Additions to existing structures.
4. Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate.
5. Parking Lots and driveways
6. Improvements **completed or in progress** prior to notification of approval.

The following steps are necessary to apply:

**I. Application:**

Applicant must appear before the EDC to explain what improvements they will be making.

The following items must be submitted to the Kouts Economic Development Commission **before** any application will be considered.

- a. Current photograph of property to be improved.
- b. Drawings of proposed improvements.
- c. Written description of proposed improvements, including all materials and colors.
- d. Supporting Data Checklist (attached).
- e. Preliminary estimate of costs by a licensed contractor of construction.  
Any work done by property owners or tenants requires an estimate from an outside source to verify that costs are within reasonable parameters. All labor cost must be broken down and submitted in writing before a disbursement will be made.

## II. Preliminary Approval:

At this time, there will be an on-site inspection of the property with applicant(s) and member(s) of the Kouts Economic Development Commission to review the application.

## III. Final Approval:

Applicant(s) must submit final contractor itemized bid, including relevant product specifications and a breakdown of labor costs. After this bid has been submitted, The Kouts Economic Development Commission will approve or deny the application and include any conditions of approval.

**No work for which a grant is sought should begin until authorized by the Kouts Economic Development Committee and a Certificate of Appropriateness is issued.**

Grantee is responsible for obtaining any permits required to complete the project. Permit fees are not included as part of the grant funding.

Once construction begins, if the Grantee decides to change the project after issuance of the Certificate of Appropriateness, they must contact the Kouts Economic Development Commission. **Any unapproved changes will void the grant.**

## IV. Grant Payments:

Disbursement for grants payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and adherence to guidelines. Verification of the completed work will be made by member(s) of the Kouts Economic Development Commission.
- **Certificate of Appropriateness and copies of checks and receipts, and break down of labor costs should be turned in to the Clerk-Treasurer's office prior to the second Monday of the month for payment.**

For more information about our Façade Improvement Matching Grant Program or to submit a completed application, please contact:

Laurie Tribble, Clerk-Treasurer  
Town of Kouts  
210 S. Main Street, P.O. Box 693  
Kouts, IN 46347  
(219) 766-3035  
(219) 766-3029 fax

Kouts Economic Development Commission  
**Façade Improvement Matching Grant Program**  
**Application**

Application Date: \_\_\_\_\_

Applicant/Co-applicant \_\_\_\_\_

Owner of Business \_\_\_\_\_

Business Name and Address \_\_\_\_\_

Phone \_\_\_\_\_

Type of façade improvement planned. Please note all that apply and attach the Supporting Data Checklist.

Signage: Removal \_\_\_ New \_\_\_ Altered \_\_\_ Repaired \_\_\_

Awning: Removal \_\_\_ New \_\_\_ Altered \_\_\_ Repaired \_\_\_

Painting (approximate sq. ft. area): \_\_\_\_\_

Structural Alterations: \_\_\_\_\_

Cosmetic Alterations (moldings, windows, etc.): \_\_\_\_\_

Masonry Repairs: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**TOTAL COST OF PROJECT:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Kouts Economic Development Commission. **No work shall begin until I have received a Certificate of Appropriateness and Building Permit from the Kouts Town Hall.** I further understand that the project must be completed within three (3) months or within a timeframe deemed reasonable by the Kouts Economic Development Commission. The full grant sum will not be disbursed until the project is complete and paid for. 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.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Kouts Economic Development Commission  
**FACADE IMPROVEMENT MATCHING GRANT PROGRAM**  
SUPPORTING DATA CHECKLIST

Please submit this checklist as part of your application. If certain items do not apply to your specific project, please print "N/A" in the space provided.

General:

- Application.
- Current photograph of property to be improved.
- Written description of proposed improvements, including all materials and colors.

Signs:

- Provide a color rendering of the design chosen.
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the building.
- Submit a written estimate from a sign company.

Paint:

- Provide samples of the colors chosen.
- Mark which color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit written estimate from a paint company.

Awnings:

- Provide information about color and style of awning chosen.
- Note where awning will be placed on the building.
- Submit written estimate.

Note: Awning selection must take into account the architectural style of the building and, in most cases, shall be of canvas material.

Major Façade Alteration:

\_\_\_\_ Provide a rendering of major changes, including paint and awning colors, where applicable.

\_\_\_\_ Submit a written estimate from a licensed contractor, including a breakdown of labor costs.

All Projects Proposed by Tenants:

\_\_\_\_ To be eligible for a direct grant, tenants need to provide written authorization for the work from the property owner.

Written description of proposed improvements:

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Attach photos/color samples here:

**CERTIFICATE  
OF  
APPROPRIATENESS**

**Kouts Economic Development Commission**

**This certificate issued certifying that at the time of issuance, plans submitted are in compliance with the Design Guidelines set forth by the Kouts Economic Development Commission.**

**Owner of Building:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Applicable Building Permits:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_