

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 are 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 2026, there is a total of \$20,000 available.

Funds will be awarded as follows:

- Up to \$5,000 for the 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. Applicants 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. Roofs – repair and re-roofing, where the effects of the repair will be visible from a public way or public parking lot. (In general, sloping roofs would qualify, flat roofs would not).
10. Façade Renovation-Must involve the general upgrading of a building's external appearance.
11. Exterior windows repair, replacement
12. Buildings or signs with existing code violations or deficiencies must include their remedy as part of the proposed improvements.

Ineligible Activities:

1. Interior improvements (except window display areas).
2. Building permit or fees
3. Items considered routine maintenance
4. Additions to existing structures.
5. Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate.
6. Parking Lots and driveways
7. 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 is considered.

- a. Current photographs 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. Colors of project if painting

- f. **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 applicants and members of the Kouts Economic Development Commission to review the application.

III. Final Approval:

Applicants(s) must submit 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 for approval. **Any unapproved changes will void the grant.**

IV. Grant Payments:

Disbursement for grants payments will be made as follows:

Pictures showing completed project

- 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 members of the Kouts Economic Development Commission. All improvements shall be completed and requests for reimbursement submitted **within 180 days** after EDC approval.

- Sign Improvement Agreement. It shall be the applicant's sole responsibility to make sure that all deadlines are met.
- **Copies of canceled checks and receipts and breakdown 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 chosen colors.
- Mark which 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.
- Material of Awning

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:

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:** _____