

City of Douglas
Economic Development Funding Application

1. ATTACHMENTS

A comprehensive project budget is required for grant request(s). You may use Section 10 below to complete your detailed project budget information, or you may attach a separate sheet.

2. PROJECT GRANT PROPOSAL – FORM #1 CHECKLIST

- Proposal overview
- Proposal narrative
- Project budget

3. PROPOSAL INFORMATION

Date of application:	4-15-19
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4. ORGANIZATION INFORMATION

Organization Name:	The Enterprise
Primary Contact Name:	Cindy Porter
Primary Contact Email:	cporter@candowyoing.com
Primary Contact Phone:	307-358-2000
EIN#	83-0312714
IRS Status:	501(c)6

5. PROJECT PROPOSAL SUMMARY

Brief Project Description (also attach full project description per Section 8): Funding for The Enterprise Building Facade Beautification Grant - # 2	
Anticipated Start Date:	6-1-19
Estimated Completion Date:	when fund is depleted
Population served:	6,500+
Geographic area served (e.g. Douglas, Converse County, other):	Douglas, WY
Desired impact:	10-20 completed facade improvement projects
Promotional activities (e.g. Facebook campaign, advertising, members only, etc.):	Facebook; Enterprise newsletter; Radio; Douglas Budget

City of Douglas
Economic Development Funding Application

6. PROJECT BUDGET SUMMARY

Total project budget for Fiscal Year: <i>2019-2020</i>	\$ <i>100,000 - 250,000 approx.</i>
Total project budget:	\$
Dollar amount requested:	\$ <i>50,000</i>
Total matching:	\$
Total In-kind: <i>staff; board; marketing</i>	\$ <i>4,690.00</i>
Other:	\$
Percent of amount requested of total project budget:	

7. LIST TOP FIVE MAJOR FINANCIAL CONTRIBUTORS TO PROJECT

Additional Contributors	Cash Amount	In-kind Amount	C, R or P*
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

*Indicate a "C" for committed sources of funding, "R" for requested, but not committed sources of funding, and "P" for potential sources of funding.

8. PROJECT PROPOSAL NARRATIVE AND INFORMATION

Please use the following outline as a guide to your project proposal narrative. Please respond to each question in the order listed, providing your responses in a separate document. It is not necessary to include the original questions; however, please provide the letter of each question and a space between each response. Please limit your narrative response to no more than three (3) pages. **If a question does not apply to your organization, please put n/a.**

- A. Provide a brief summary of the opportunity, challenges, issues or needs associated with your project.
- B. Provide an overview of the project and denote how it meets community and/or City of Douglas goals.
- C. Describe the time frame in which the project will take place, including completion date.
- D. Describe whether the project is a new or ongoing program for your organization.
- E. Describe your overall goal(s), desired impacts/outcomes for your project, and objectives or ways in which you will meet the goal(s).
- F. Describe your criteria for success. Be as clear as you can about the impact you expect to have. What do you want to happen as a result of your activities and how will you measure the project's success? You may find it helpful to describe both immediate and long-term effects.
- G. Who will be involved in evaluating this work?

City of Douglas
Economic Development Funding Application

H. Who will be involved in completing and maintaining this project, including any associated contractors or other contract labor?

I. Are you seeking or have you received any other funding for this project?

9. OPTIONAL PROJECT BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

<u>Source</u>	<u>INCOME</u>	<u>Amount</u>
<i>Revenue/Earned Income</i>		
1. <i>City of Douglas</i>		\$ <i>50,000</i>
2.		\$
3.		\$
4. Other (specify) <i>Enterprise Misc.</i>		\$ <i>2,930</i>
5. Other (specify) <i>" Board</i>		\$ <i>1,760</i>
<i>Support/Contributed Income</i>		
6.		\$
7.		\$
8.		\$
9.		\$
10. Other (specify)		\$
Total Income		\$ <i>54,690</i>

<u>Item</u>	<u>EXPENSES</u>	<u>Amount</u>
11. Salaries and wages		\$
12. Insurance, benefits and related taxes		\$
13. Consultants and professional fees		\$
14. Travel		\$
15. Equipment		\$
16. Supplies		\$
17. Printing and copying		\$
18. Telephone and fax		\$
19. Postage and delivery		\$
20. Rent and utilities		\$
21. In-kind expenses		\$
22. Depreciation		\$
23. Marketing promotion		\$
24. Other (specify)		\$
Total Expense		\$
Difference (Income less Expense)		\$

City of Douglas
Economic Development Funding Application

10. ADDITIONAL INFORMATION OR COMMENTS

Please include any additional information here that you feel is pertinent to this project and/or your request for funding that has not already been stated.

11. SIGNATURE

By: Lindy Porter

Print Name: Cindy Porter

Title: Executive Director

Date: 4-15-19

FOR OFFICE USE ONLY

<u>Date Received:</u>	<u>Date of Council Meeting:</u>	<u>Date of Council Approval:</u>
<u>Amount Requested:</u>	<u>Amount Approved:</u>	<u>Comments:</u>

Attachment *A*
City of Douglas Economic Development Funding Application

The Enterprise – April 15, 2019

8.

- A. The Enterprise and Main Street Douglas have found a Façade Grant program to be a very effective tool to facilitate business façade improvement projects. In the Enterprise's pilot project we funded 11 projects, 8 were within the Main Street District.

Our portion of the projects totaled \$49,685.34.

The projects themselves totaled \$185,568.14.

Our contribution was just 26.6% of the total project costs.

- B. The City of Douglas and Downtown Douglas have discussed beautification. While our economy and businesses are doing well, and with the added incentive of the City of Douglas improving streetscapes, it is a good time to encourage business and building owners to make lasting improvements while they have increased income.
- C. As soon as this project is approved we will begin our advertising campaign. Upon approval, projects could begin immediately. We have a waiting list of businesses interested once we secure a second round of funding.
- D. This would be a Phase Two project.
- E. Our goal would be 10 successful projects (10 x \$5,000 each); however, more projects may be completed if requested amounts are less than \$5,000 each.
- F. We have developed a thorough application. Each submitted application goes before our Business Development Committee where a comprehensive review is done. The grant is reimbursable, so the project must be completed per the criteria before final payment will be disbursed to the applicant. THE PROPOSED PROJECT APPLICATION IS ATTACHED.
- G. The City of Douglas (through the permitting process) and the Business Development Committee.

Results - Enterprise Building Facade Grants - Phase 1

Project	Total Project Cost	Paid	Remaining Balance
Solutions for Life	\$7,278.00	\$3,639.00	
H & H Electric	\$28,324.46	\$5,000.00	
Tegeler Insurance	\$10,563.00	\$5,000.00	
Bella Nails	\$13,500.00	\$5,000.00	
Amen Property	\$16,110.00	\$5,000.00	
Pure Raine	\$22,350.00	\$5,000.00	
La Bonte	\$23,000.00	\$5,000.00	
Ingberg-Miller	\$20,000.00	\$5,000.00	
College Inn	\$25,000.00	\$5,000.00	
Koss Agency	\$2,092.68	\$1,046.34	
RGH Enterprise	\$17,350.00	\$5,000.00	
	\$185,568.14	\$49,685.34	\$314.66

26.6%

Attachment B

**The Enterprise
Building Façade Beautification Grant**

The purpose of this program is to enhance the economic and social vitality of our community by improving the façade of commercial buildings in the Douglas Community. This program is offered to members of The Enterprise to offset the cost of building beautification.

The Enterprise will pay 50%, up to \$5,000 per project.

Examples:

- Total project cost = \$950 The Enterprise pays \$950, grantee pays \$475.
- Total project cost = \$10,000 The Enterprise pays \$5,000, grantee pays \$5,000.
- Total project cost = \$15,000 The Enterprise pays \$5,000, grantee pays \$10,000.

Funds will be handled on a reimbursement basis after the grantee has passed final City inspection (if required). It is the responsibility of the grantee to provide evidence of completion.

Eligible Applicants

Applicants must be a Silver, Gold, Platinum or Diamond member in good standing. Property owners, or tenants with written permission of the property owner, are eligible to apply. Only one application per building will be considered.

Grant Guidelines

Grants are available for improvements to the building exterior. Allowed projects include:

- Paint
- Trim
- Siding
- Signage – permanent; includes free-standing and attached to building; produced by a professional sign company
- Awnings
- Doors
- Windows
- Tile, brick or stone work
- Walkway pavers
- Exterior lighting
- Exterior visual elements
- Cleaning of exterior brick or concrete

Paint must be purchased from a Douglas retail business. (Any exceptions must be given prior approval from the Enterprise.) We request Converse County businesses be given consideration for all other material and labor. Applicants in the downtown district must comply with the Downtown Area Design color palette. Applicants outside the downtown district are encouraged to select colors from this palette.

The application must be submitted and approved before work begins.

For projects involving "In-Kind Contributions," 50% of contributed funds may be in-kind (or 25% of the total project) and include labor done by the grantee. All such contributions require prior approval and applications must be accompanied by a minimum of two professional bids to verify the accuracy of the contribution.

Submittal Requirements

1. If the applicant is the owner of the building, please submit a copy of the property tax bill to verify ownership. A tenant needs a notarized letter of approval from the property owner.

2. Submit a detailed written summary and sketch of improvements along with samples, when applicable, and color photographs of the existing structure.
3. At least 2 bids with cost estimates for each improvement.
4. Evidence that the project complies with the City of Douglas Building Codes, and if required, the Downtown Design Guidelines.
5. Applicants are required to submit evidence that adequate funds are available to pay for their portion of the project. Please demonstrate the source and amount of the funds to be used for that purpose. A simple letter from your financial institution will meet this requirement.
6. Return the completed application to the Enterprise at 130 South Third Street, Douglas WY 82633; or email facadegrant@candowyoming.com.

Applications will be reviewed by the Façade Grant Committee within of two weeks of receipt of the completed application. Should you have questions or concerns you are encouraged to meet with a member of the Committee or Enterprise staff.

Application Checklist

1. ___ Completed application form
2. ___ Proof of ownership or a notarized letter of authorization from the property owner
3. ___ Detailed summary of the proposed improvement - including color and material samples
4. ___ Estimates for materials, labor, etc.
5. ___ Worksheet of the Itemized cost of the project
6. ___ Color photographs that display the existing condition of property
7. ___ Building and/or site plans for improvements
8. ___ Evidence of compliance with the City's building codes and/or the Downtown design Guidelines
9. ___ Demonstrate adequate funds to be used to pay grantee's portion
10. ___ Completed W-9

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes & permits, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the Enterprise and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Grant Program.
- The property owner agrees to maintain the property and improvements.
- The applicant understands that the Enterprise reserves the right to use all façade renderings and before and after photos in marketing materials and to show potential applicants.
- The applicant understands it is their responsibility to pay their selected contractors, and the Enterprise is not responsible for unpaid bills to contractors.
- The applicant agrees to post the Enterprise Façade Grant Sponsor sticker on the building window in a visible place.

- The applicant understands this is a reimbursable grant. All costs must be paid by the applicant, and the Enterprise will issue a check once sufficient project receipts and invoices are submitted. Once the project is completed, the applicant must submit the following items:
 - Copies of all bills and invoices or supporting documents for labor and materials;
 - Copies of confirmed payment (receipts, cancelled checks, etc.);
 - A final photograph of the work (a digital/emailed copy is sufficient).
- All work to be completed in the Douglas Historic District must be in compliance with the Rehabilitation Standards for the Downtown Douglas Historic District and the Downtown Area Design Guidelines.
- Prior to submitting to the Enterprise, the Department of Planning and Community Development for the City of Douglas will review all applications for compliance to all standards and guidelines and provide verification. All work must be done according to applicable codes, regulations and inspections.
- Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant.
- Projects must be completed within 1 year from the grant approval date, or risk unavailability of funds if a written request for an extension is not received and approved.

The Enterprise Building Façade Beautification Grant Application

- Name of Business _____
- Property Address _____
- Mailing Address _____
- Applicant's Name _____
- Applicant's Phone _____
- Applicant's Email _____

• My project is:

Signage _____

Renovation _____

• Project Details:

Total Project Budget \$ _____

Amount Requested from the Enterprise \$ _____

Project Start Date _____

Project Completion Date _____

Preferred Contractor(s) _____

Building Permit Needed? _____ Yes _____ No

- All items from the Application Checklist are completed and attached _____ Yes _____ No

If not, when will they be provided? _____

- I acknowledge I have received and understand The Enterprise Building Façade Beautification Grant Program conditions and guidelines and shall follow all such conditions and guidelines.

Applicant Signature _____ Date _____

Applicant Printed Name _____

Received by _____ Date _____