



Recruitment & Retention 2024 and 2025 Grant Application

The BID Grant Program offers matching grants to downtown business/property owners with a goal to retain and recruit businesses to stay/choose downtown Janesville for their business.

Recruitment & Retention Grant:

The objective of the Recruitment and Retention Grant Program is to encourage new businesses to our downtown and help retain current businesses. The focus is to aid with the maintenance, rehabilitation, and upgrading of existing commercial properties within the Business Improvement District. The program's intention is to encourage business growth and to make a positive statement about the downtown Janesville business climate to the community, visitors, existing and potential business tenants. The maximum award is \$2,000 or up to 50% in matching funds. Applications may be submitted year-round. Applications will be reviewed at scheduled BID meetings. BID has allocated \$14,000 in both 2024 and 2025 for Recruitment and Retention Grants.

Eligible expenses: Include but are not limited to repair and/or replacement of original building materials, design or maintenance improvements, tuckpointing and masonry repair, exterior cameras, signage and interior remodeling/expansion.

Grant terms: Grants made under this program shall be a minimum \$500 and shall not exceed \$2,000 per building. The applicant is expected to provide at least a 50% match or his or her own capital to the total project cost. Grants will only be given for projects that have a minimum investment of \$1,000 per building. Grant monies will only be distributed after a project is completed and certified. Awarded BID Dollars will be paid upon completion of the project as submitted and based upon review by 2 BID board members.

Sponsors: The matching grant program is funded by an allocation of funds from the Business Improvement District (BID). BID is funded through an assessment system that levies a special assessment against property owners within the Business Improvement District.



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Eligibility Requirements: All taxable commercial and mixed-use properties located within the Business Improvement District are eligible for this program, with the exception of publicly owned buildings. All properties must be in conforming use under the City's zoning ordinance except a commercial use that is non-conforming due to lot, bulk, or yard requirements and/or for which a variance has been granted. For the purpose of these programs, no income producing residential properties will be considered as commercial properties. Properties will not be eligible if any special improvement district or property assessments are not paid to date. Grants will only be given for buildings with outstanding building code violations if the grant is primarily intended to reverse those code violations as a first priority. Only one grant per year per property owner and or tenant per building or address will be allowed. Grant application must be received before work begins. The same grant can only be awarded to the same recipient every 3 years. This is meant to encourage a larger number of businesses receiving grants.

Applicants:

- Owners, leasers, or a joint venture of these two parties may submit an application under this grant program.
- Tenants must submit written approval of the property owner and evidence of their leasehold interest.

Application Submittal: To be formally considered for a grant request an application (linked in Grant Summaries) must be completed in full and submitted to BID through the online application on downtownjanesville.com or via email to bid@downtownjanesville.com

Application Review: BID Executive Director or equivalent shall review submittals to determine that all information is complete and accurate. The BID Executive Committee will then review all applications to assure compliance with the Design Guidelines. Applicants are notified of grant awarded. Once approved (with or without modifications), the project must be adhered to plan submitted. Should an applicant deviate substantially from the approved plan, the BID will not release the grant money.



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Grant recipients

- Work completion deadline for the specific project for redemption of payment is within 120 days of grant awarded.
- BID Grant Recipient Poster should be placed in storefront for while the project is in progress and up to 3 months post project completion.
- Copy in social media posts regarding the updates should mention BID Recruitment & Retention Grant Recipient
- If an extension is needed, recipients should notify the BID Board President by the end of award year prior to December 31st of award year.
- If the project will not be completed by February 27th of the preceding year, the recipient will be asked to update original paperwork for the current calendar year.

Grant Payment: If all the following conditions are met, the BID will provide the applicant with a certificate of completion indicating that the applicant has acted in good faith and has completed the project satisfactorily and BID will release a check made out to the applicant to the amount agreed upon in the contract. Certificates of completion will be released when:

- Applicant supplies documentation that any permits required under the City's Building and Zoning Codes have been taken out.
- All work is completed within the time period agreed upon or amended between the applicant and BID.
- All work completed follows the agreed upon design.
- Documentation of Applicants matching investment must be supplied.



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PROPERTY AND CONTACT INFORMATION

Applicant Contact Information

Name: _____
Address: _____
Phone: _____
E-mail: _____

Business Name: _____
Type of Business: _____
Years in Business at this location: _____

Property address (must be within Downtown Janesville Business Improvement District):

Property Owner Information and Confirmation (if different from applicant)

Name: _____
Address: _____
Phone: _____ E-mail: _____

____ I approve of this building project.

Signature: _____ Date: _____



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PROJECT INFORMATION

Historic Preservation

What year was this building constructed? _____

Is this building listed on the National Registry of Historic Places? _____

If yes: You may be eligible for tax credits. Would you like more information on Tax Credits?

Project Description: (Please briefly describe the work you propose to do for this project and attach a design plan / rendering of work to be completed. Include paint, awning color samples, architectural renderings or computer-generated images of both the current and completed façade)

Project Estimated Start Date: _____

Project Estimated Completion Date: _____

Note: work needs to be completed within 90 days of project approval. Extenuating circumstances will be considered.

Project Budget:

What is the total estimated cost of this project? \$ _____

Attach a contractor estimate that itemizes the major components for this project.

Award request amount: \$ _____

(These are matching funds, up to \$2,000. For example, a \$1,200 project is eligible for a maximum of \$600)

Check List: *(list of attachments to be submitted with the application)*

- A recent photo showing current condition of the building and neighboring properties.
- Historic photos of site and neighboring properties if applicable.
- Color samples for paint and canvas.
- Scale drawing showing alterations.
- Copies of itemized cost estimates from contractors.
- If the project is being carried out by a tenant, written approval from the property owner and evidence of leasehold interest must be provided (property owner must also sign Grant application).



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- Proof of Architectural Review (if required)
- Proof of Landmarks Commission approval (if required)
- Copies of necessary permits

The information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the Downtown Janesville Business Improvement District Grant Program and agree to abide by its conditions and guidelines.

Signed: _____ Date: _____

Signed: _____ Date: _____