

2023 Façade Improvement Grant (FIG) Information

The purpose of the Façade Improvement Grant (FIG) Program is to provide resources to help Downtown Sun Prairie businesses and building owners with their revitalization efforts through financial support for improvements and rehabilitation to the exterior of their buildings. Resources available through the program include funds allocated from the TIF District 8, and are awarded on a limited term basis as a 50% reimbursement for project expenses with a maximum grant of \$5,000. In 2023, the Program has a \$30,000 budget and all projects must be complete and invoiced by December 27, 2023.

Façade Improvement Grant (FIG) Program

Grant funds are only available for new projects, and must be approved prior to improvements being made. Grantees must follow all laws and permitting processes for their projects, approval of FIG proposals does not constitute approval from permitting/inspecting agencies.

The FIG application will be reviewed by the BID's Recruitment and Retention Committee, then sent to the BID Board with recommendations from the committee. The BID Board will review the application, and make a recommendation for approval or denial of the request. If approved, it will then be reviewed by the Community Development Authority (CDA) for final approval. The City of Sun Prairie is responsible for administration of this grant. Funds will be distributed for projects only after itemized invoices and proof of payment are received by the Economic Development Department at the completion of the project. For 2023, projects must be completed and invoiced by December 27, 2023. If the project is not completed and invoiced by December 27, 2023 within one year of CDA approval, the applicant will not receive funds.

This program will provide up to a 50% match of funds, through a reimbursement after all work has been completed, with a maximum \$5,000 grant per façade for the improvements of a commercial building facade in Downtown Sun Prairie. Façade improvements outside of the TID 8 area shall not be eligible for FIG grants. This program is intended to help finance high-quality improvements that will improve the appearance and character of Downtown. The program is not intended to finance routine repairs or maintenance that would be required under existing building codes or that does not contribute to the character of Downtown. Examples of routine repairs or maintenance include: gutters, tuck pointing brick, paint touch up, window frame painting, caulking and sealing of windows and doors.

Property owners may be approved for only one (1) application façade per year.

Timeline

Façade Improvement Grant applications can be submitted at any time but will flow through meetings as laid out below:

- Recruitment and Retention Committee meets as needed
- BID Board meets the first Thursday of each month at 8:30AM at Glass Nickel Pizza
- CDA typically meets the second Thursday of the month at 5:30PM at City Hall

All meetings are subject to change or cancellation. The BID and CDA overall will work with applicant to make sure applications are reviewed in a timely manner.

Review Criteria – to be filled out by staff

Applications will be reviewed in the order they are received, grants will be approved, and funds awarded based on the following criteria.

- 1. Property is in within TID 8 district (Y / N)
- 2. All application materials have been submitted (Y / N)
- 3. Project makes significant façade improvement to building exterior appearance
1 2 3 4 5 6 7 8 9 10
- 4. Project exceeds regular repair and maintenance standards
1 2 3 4 5 6 7 8 9 10
- 5. Project has sound financial and project plans
1 2 3 4 5 6 7 8 9 10

- Completed application form
- Current photograph of the façade
- Current photograph of the façade next to neighboring/adjacent buildings
- Brief narrative description of the project
- Drawings of the proposed work prepared to scale by a qualified professional. Drawings should consist of building elevations, a site plan (if applicable), and detailed drawings or photos of windows, doors, or other building components to be replaced or restored.
- Details regarding the materials and products planned for installation must be included in the application packet
- List any historical, architectural, or material components to this façade that have been taken into consideration during the renovation planning process
- If new paint colors or materials are proposed, include images and manufacturer information in application (example: paint manufacturer’s color number)
- Two (2) different contractor estimates for work being proposed
- Have Sun Prairie vendors been considered for this project? If not, explain why.
- Proposed/current use of the building
- Property owner signature on the application form required

Date Turned In

Staff Signature

BID R&R Meeting _____

BID Board Meeting _____

CDA Meeting _____

2023 Façade Improvement Grant (FIG) Application

Applicant Information

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Address of property to be improved: _____

Property Owner *(if different from applicant)*

Name: _____

Address: _____

Phone: _____ E-mail: _____

Grant Project Request

Project Title: _____

Project total budget: \$ _____

Project Grant Reimbursement request (\$5,000 max): \$ _____

Check the eligible improvements from the list below that most closely relate to your project:

All projects must comply with Building Inspection and zoning code requirements.

- Appropriately scaled window areas for display or for looking into a retail business, restaurant, or service business, with lighting to facilitate night viewing.
- Restoration or replacement of original materials and decorative detail which are deteriorated or missing in historically contributing or significant buildings, and/or removal of elements which cover architectural details.

- Landscaping features where appropriate, such as window boxes, planters, or trellises.
- Sign purchase/repair/replacement which are attractively integrated into the architecture of the building including the window area, doorway, and awning or canopy.
- New/repair/replacement awnings or canopies (cloth or fabric), where these can be both functional and visually appealing.
- New traditional storefront construction within an existing building.
- Cleaning, repainting or residing of buildings, provided the improvements are in accordance with the design guidelines (more than routine maintenance).
- Skim coating or painting previously painted brick surfaces.
- Exterior wall repair, plastering, and painting.
- Cleaning and repointing of brick and other masonry repair. Exterior storefront and/or storefront display lighting. Lighting level should be consistent with neighboring businesses.
- Restoration, replacement, or rehabilitation of exterior façade (door and window replacement/modifications).
- Repair of non-original materials which cannot be removed due to deterioration of the underlying original building material.
- Repair, replacement or addition of entrances, doors, display windows, transoms, or second story windows.
- Exterior improvements for the disabled including but not limited to ramps, doors, door openers, walks, guardrails, no-slip materials, or level platforms at doors (must meet Americans with Disabilities Act (ADA) standards).
- Material appearance must be in line with the historic nature of the building and overall Downtown aesthetic.
- Other improvements not listed here, will be considered on a case-by-case basis (describe below).

Project Narrative

Please attach a brief narrative description of the proposed project. In your description include the improvements to be made, building materials and colors to be used, proposed timeline for completion of the work, detailed cost estimates for each project, and total grant money requested. Other items to focus on in the project description include how the proposed improvements will have a positive aesthetic impact on the character of downtown, create or expand business, capitalize on the building’s architectural assets, preserve the historical integrity of the building, and whether other improvements are also being made to the building that may not be eligible for this program but that show additional investment in the downtown.

Building Use

Describe how the building is being or will be used:

Signature of Applicant _____ **Date** _____

Signature of Property Owner _____ **Date** _____
(if different from applicant)

Send application and all materials to business@cityofsunprairie.com. Any questions call 608-825-0806.