

**Downtown Sun Prairie Business Improvement District (BID)**  
**2019 Façade Improvement Grant (FIG) Project Information**

The purpose of the Façade Improvement 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 BID reserve funds, and are awarded on a limited term basis, as a 50% reimbursement for project expenses, there is a maximum grant of \$5,000.

**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. Funds will be distributed for projects only after itemized invoices and proof of payment is received by the BID at the completion of the project. The Sun Prairie Business Improvement District is responsible for administration of this grant, project proposals will be reviewed by a BID subcommittee, and sent to the BID board with recommendations from the committee for final approval.

This program will provide up to 50% matching funds, in the form of a reimbursement (there is a max of a \$5,000 grant per façade) for the improvement of commercial building facades in the Downtown BID area. Façade improvements outside of the BID 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 the downtown revitalization area. 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 the downtown.

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 the BID district (Y/N)
2. All application materials are present (Y/N)
3. Project makes significant Façade improvement to building exterior appearance (scale 1 – 10)
4. Project exceeds regular repair and maintenance standards (scale 1 – 10)
5. Project has sound financial and project plans (1 – 10)

**Improvement Grant Application Checklist**

- Completed application form
- Current photograph of the façade under application
- 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.
- Two (2) different contractor estimates
- Proposed use of the building
- Property owner signature on the application form required

**Sun Prairie Downtown Businesses Improvement District  
Application for Façade Improvement Grant (FIG) Program 2019**

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

**Applicant Information**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address of property to be improved: \_\_\_\_\_

**Property Owner (if different from applicant)**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ 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:

- 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.
- Window replacement and window treatments visible from the street.
- Landscaping features where appropriate, such as window boxes, planters, or trellises.
- Signs 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.
- 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.
- Restoration 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).
- Other improvements not listed here may be considered on a case-by-case basis.

**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:

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**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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