



## **Rochester Downtown Partnership Grant Application and Program Guidelines**

The purpose of the Rochester Downtown Partnership Grant Program is to provide financial incentive grants to building owners or commercial tenants located within the Rochester Historic Downtown Commercial Corridor. The incentive grants are funded through the City of Rochester Redevelopment Commission and administered by Rochester Downtown Partnership with assistance from Indiana Landmarks.

Restoration of the historic facades, installation of complementary awnings, and improved signage enhances the visual appearance of the entire downtown and is an aid to economic growth. This work aids the success of individual businesses and to the economic health and vitality of the district and the City of Rochester.

### **Grants Available**

There are two types of grants available. Owners or commercial tenants of buildings located within the Rochester Historic Downtown Commercial Corridor (see map page 6) may apply. Tenants will need to supply written permission by the owner as part of the application. Each grant requires a match. You may apply for both at the same time but each requires the appropriate match. The two grants available are:

#### **Façade Grants**

This grant provides up to \$5,000 with a required 1:3 match. Eligible projects include rehabilitation to the exterior facades. Exterior facades include the walls of a building that face on to a public way such as a street, highway or alley. For every dollar that is awarded the owner must match it with three dollars of their own funding. For example, if you apply for assistance with a \$9,000 project, the grant could award \$3,000 and the owner must demonstrate a match of \$6,000. Grants can assist with a small portion of a larger project so long as the minimum match is demonstrated. An owner or commercial tenant may apply for one grant per round for any one property. A portion of the requested grant, up to \$500, may be used to help secure necessary architectural or engineering services to aid the project.

#### **Examples of eligible projects:**

- Exterior building rehabilitation.
- Masonry repairs and pointing
- Removal of non-historically significant changes
- Painting of previously painted façades or removal of paint to restore original masonry.
- Repairing or replicating cornices and decorative details beyond repair or previously removed.
- Repairing or replicating significantly deteriorated or lost original doors and windows.
- Awning and Canopy removal, repair, or replacement.

- Exterior lighting attached to building.
- Signage attached to building.
- Other repairs and/or renovations that will help to improve and restore the aesthetic quality and historic significance and value of the building.
- Architectural fees associated with the façades improvements (\$500 maximum)

**Examples of ineligible projects:**

- Improvements started prior to the receipt of a signed grant agreement.
- Interior renovations.
- Sidewalks and/or paving.
- Demolition or acquisition of property.
- Required building permit and Local/State Fees.
- Window display (merchandising).
- Cleaning.

All proposed projects must fit within the adopted Rochester Historic Downtown Commercial Corridor Guidelines (attached to this application) to ensure that proposals are in keeping with the architectural or historical characteristics of downtown Rochester. The goal is to help create a uniform and coordinated streetscape which is attractive and functional.

**Awning and Signage Grants**

A grant to install or update awnings and signage on the front of commercial buildings is available. These grants have a \$1,000 maximum and require 1:1 match (one dollar of match for each dollar awarded). Examples of eligible work include a new canvas awning over the storefront, new flush mounted or blade design non electronic or backlight signs. An owner or commercial tenant may apply for one grant per round for any one property.

## **Guidelines and Approval**

All proposed projects must fit within the Rochester Historic Downtown Commercial Corridor Guidelines adopted by the Rochester Downtown Partnership. A copy of the guidelines is attached to this application. You are encouraged to review the guidelines for design approaches and rehabilitation strategies prior to submitting a grant application. Projects that don't fit within the guidelines will not be approved.

To aid owners in developing projects, the Rochester Downtown Partnership has contracted to provide free design and technical assistance for any owner wishing to apply for a grant. This consultation is provided by Indiana Landmarks, an organization with a long track record aiding the owners of historic properties in the development of projects.

Owners are strongly encouraged to discuss their project with Indiana Landmarks prior to the grant deadline to help develop projects that accomplish the owners'/tenants' goals while helping further the vision as outlined in the guidelines and to ensure grant competitiveness. Contact Indiana Landmarks to utilize these services – Brad Miller, 574-232-4534, [bmiller@indianalandmarks.org](mailto:bmiller@indianalandmarks.org)

## **Rochester Historic Downtown Commercial Corridor**

The applicant must provide proof with their grant application that they presented the proposed exterior work to the Fulton County Area Plan Commission and secured approval for any work requiring permitting. The Fulton County Area Plan Commission reviews and provides permitting, if necessary, for the project first, and then if the applicant is seeking grant funds, the Rochester Downtown Partnership must review the application and award the grant before the applicant can begin any work.

## **Program Eligibility Requirements**

Projects and applicants must meet the following criteria:

- The building for the grant must be a commercial building located within the boundaries of the Rochester Historic Downtown Commercial Corridor. The district boundaries include Third Street to Ninth Street between Jefferson Street and Madison Street. Please see the map on page 6.
- A complete grant application must be submitted by the deadline.
- It is the responsibility of the applicant to secure and comply with all local land use, local or state laws pertinent to the project. This includes approval by the Fulton County Area Plan Commission before submitting the application and beginning any work.
- Grants are reimbursable, payable upon written certification of a completed project by Indiana Landmarks. Completed work must match what was applied for in the grant application. Changes to the work completed that is not approved prior to the work being completed will not be reimbursed and could result in forfeiture of the entire grant award.
- Projects cannot have started prior to written notice of a grant award. No retroactive work will be approved.

- Grant funds cannot be used to pay an owner or tenant for their own time in performing the work.
- An eligible match must be cash and cannot be comprised of an owner's or tenant's time in completing the rehabilitation work.
- The grant is not available to only purchase materials.
- The applicant is encouraged to hire contractors with adequate liability and workman's compensation insurance or the required Workmen's Compensation waiver from the State of Indiana.

### **Eligible Projects**

There are a wide variety of projects that are eligible for grant funding. Eligible applicants for facade renovation and/or restoration grants include building owners or commercial tenants of commercial buildings in the defined Rochester Historic Downtown Commercial Corridor. Only the principal structure of a property is eligible. No outbuildings or accessory buildings such as garages and barns shall be eligible.

All projects will be reviewed as a whole. Any applicant completing an overall internal and external rehabilitation should apply and detail the individual components related to the project noting what work is being sought for grant funding. These projects will be considered if evidence is provided to show the grant allocation is utilized for the building façade, signage, and/or awning restoration/renovation.

### **Program Dates**

March 13, 2017	Grant applications available
March 16, 2017	Information workshops - 12:00pm & 5:30pm - to be held at Fulton County Public Library, Rochester Branch
May 1, 2017	Completed grant applications are due by close of business (in hand at Chamber office or postmarked by the due date)
June 1, 2017	Grant notifications made to applicants
October 31, 2017	Work must be completed

Mailed:  
RDP Grant Program, PO Box 975, Rochester, IN 46975

Emailed:  
[north@indianalandmarks.org](mailto:north@indianalandmarks.org)

In person:  
Rochester Downtown Partnership  
822 Main Street  
Rochester, Indiana

Questions about the program, application, or guidelines can be directed to  
Brad Miller, Indiana Landmarks  
574-232-4534  
[bmiller@indianalandmarks.org](mailto:bmiller@indianalandmarks.org)

## **Review Criteria**

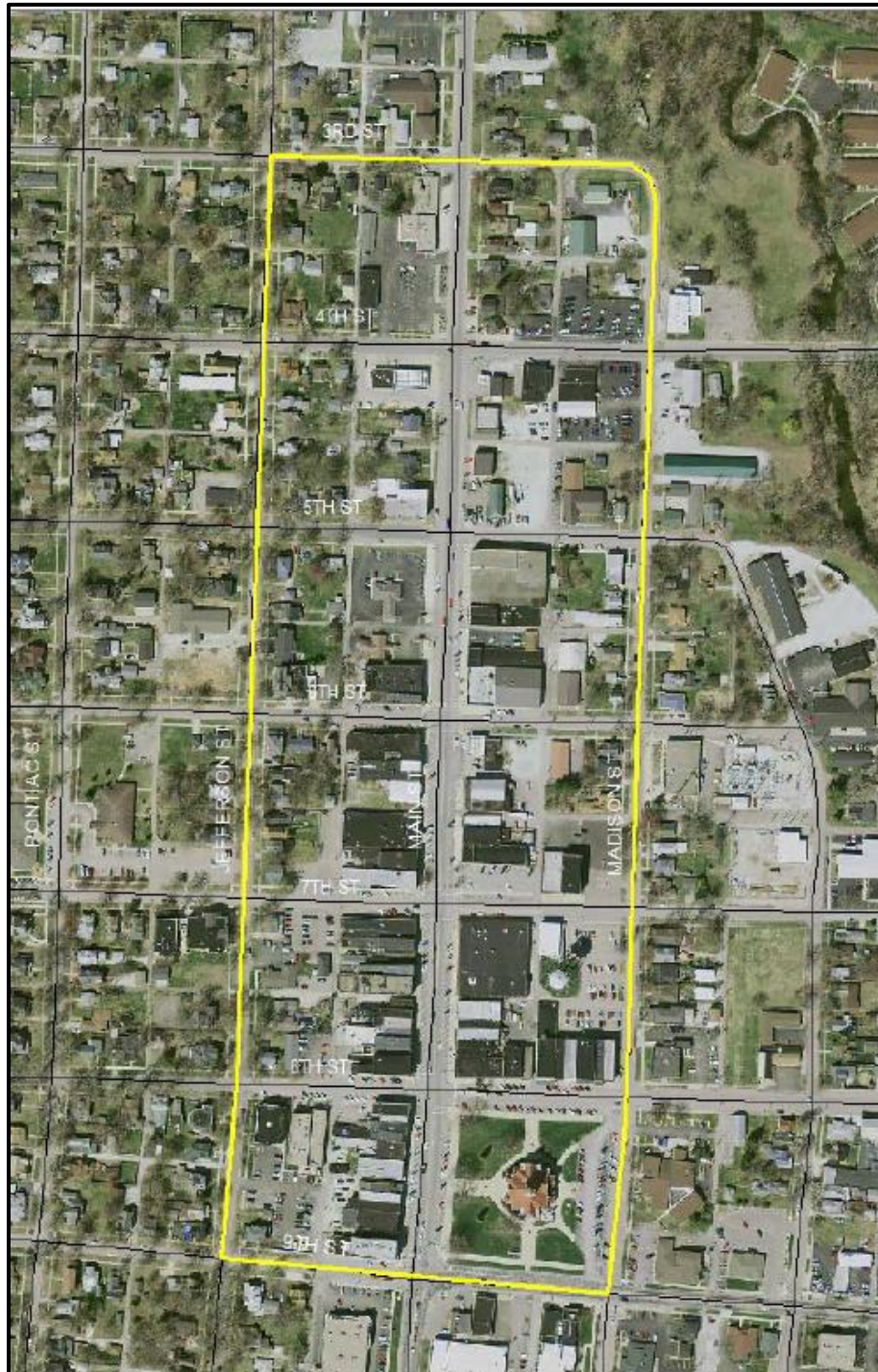
Given the expected demand for grant funds, the following prioritization of projects has been developed to help guide the awarding of funding. Priority will be given to projects that:

- Rehabilitate a historic building in danger of being lost, in part, or in total.
- Enliven a vacant property where improvements would reduce the perception of downtown decay or assist in securing new business in the district.
- Further the 2016 City of Rochester Downtown Revitalization Plan.
- Create or expand a business.
- Create new jobs.
- Degree of aesthetic impact of the renovation.
- Maximize leverage of the grant dollars by being part of a larger rehabilitation project.
- Restore historic elements of a building that have been lost or repair deteriorating elements in danger of being lost.

Applications received by the due date will be reviewed by The Rochester Downtown Partnership Design Sub-Committee who will notify all applicants in writing of their award or denial. If denied, reasons for the denial will be included. Applicants can improve their submission for reconsideration at a later round if funds are available.

## Rochester Historic Downtown Commercial Corridor Map

Commercial buildings within this corridor are eligible for funding from the Rochester Downtown Partnership when funds are available.



## Rochester Downtown Partnership

### 2017 Grant Application

#### *General Information:*

Date:
Building Owner Name:
Name of Tenant (if tenant is applying for grant:
Business Type (retail, service, professional, not-for-profit, etc)
Project Address:
Mailing Address:
Contact Phone:
Contact Email:
Contractor's Name (If known):
Contractor's Phone (If known):

#### *Grant Description*



#### *Grant Amount Requested*

1:3 Façade Grant – Max \$5,000		
1:1 Sign/Awning Grant – Max \$1,000		
Proposed Project Start Date:	Proposed Project Completion Date:	
Estimated Cost of Eligible Façade Grant Project		\$
Estimated Cost of Awning Project		
Estimated Cost of Sign Project		\$
Estimated Total Project Improvement Cost:		\$
<i>As appropriate please break out the parts of larger projects for example masonry repair, painting, cornice repair, window repair, storefront etc</i>		

	<i>Yes</i>	<i>No</i>
1. Has this site previously received a façade improvement grant?		
If yes, List the amount and year received:		
2. Has this site previously received a sign/awning grant?		
If yes, List the amount and year received:		
3. Did you or your representative attend the RDP Façade Educational Seminar?		
4. Are the property taxes current?		
5. Is the property going through bankruptcy proceedings?		

***If applicant is tenant – please provide the following property owner verification***

As the legal deeded owner of the above property, I hereby grant authorization to complete the façade and/or improvements as indicated in this application.

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

*Signature of Property Owner (s):*  
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**Written Explanation of the Existing Business**

Please provide a brief written synopsis of the business activity currently occurring in the building and/or on the property.

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How many square feet does this business occupy?

How long has the business been located in the City of Rochester?

What is the age of the building? \_\_\_\_\_ years

Please provide and attach a list of known previous uses of the building.

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Please provide information pertaining to any previously known renovations made to the building.

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**Scope of Work**

1. What eligible projects are to be included with the proposed renovation and/or redevelopment plan of the building/property? (Please include all eligible improvements to be made with an approximate value)

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2. What ineligible projects are to be included with the proposed renovation and/or redevelopment plan of the building/property? (Please include all ineligible improvements to be made with an approximate value)

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3. What materials are to be used in conjunction with both the eligible and ineligible projects to be completed with the proposed renovations?

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4. What is your best estimate as to when the proposed renovations will begin?

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5. What is your best estimate as to when the proposed renovations will be complete?

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## Attachments

Please attach the following items to your grant application

1. Project Cost Estimates
  - Itemized cost estimates from at least three (3) contractors
  - If seeking grant funds for a portion of a larger project, a separately itemized project cost overview noting specifically the costs and work the grant funds would assist in funding.
2. Current Photographs of Property/Façades
  - Please attach current photographs (taken within the past 6 months) of the property and/or façades being considered for the grant. The minimum acceptable size for photographs submitted with the application is 4" x 6". The maximum acceptable size for photographs submitted with the application is 8.5" x 11".
3. Construction Drawings and/or Informal Renderings to help illustrate the final project
  - If formal construction drawings are available, these drawings may be submitted and reviewed with the application for the Grant Program. If no formal construction drawings are available please submit informal renderings to help illustrate the final project.
  - Applications should include historic photographs of the building and/or property to help illustrate the desired result of completion if applicable to the project goals.
4. Paint Color Samples – (for painting projects only) - Please attach all paint chips along with a legend drawing of what paint colors are to be used in the project.
5. Proof of Review from Fulton County Area Plan Commission
  - And, any required building permits

## Acknowledgment Criteria

### I acknowledge and agree to the following by initialing under each:

1. All statements provided in this application are true and any misrepresentation of information will void all subsequent grant agreements and/or funding by the Rochester Downtown Partnership Grant Program;
2. I understand that this Grant Program must be used for the project as described in this application form, and ***that a Grant Agreement must be received by the applicant prior to the beginning of any construction /reconstruction.*** I understand that failure to comply with the Grant Agreement may result in losing my eligibility to receive funding;
3. I acknowledge that the City of Rochester and the Rochester Downtown Partnership are only obligated to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing from, or arising out of, or otherwise related to this project or application that has been undertaken by the applicant and/or owner;
4. I acknowledge that the cost estimates are acceptable proof of the estimated costs to complete the proposed project;
5. I acknowledge that the following to be acceptable proof of payment of an eligible invoice: a copy of the front and back of a cleared check and/or receipt matching the invoice from the qualified contractor performing the work.
6. Any unapproved changes to the project plans as originally stated in the Scope of Work contained within this application will void the grant and result in nonpayment of funds. If the changes to the Scope of Work are necessary, it is the responsibility of the Grant Program recipient to immediately contact the Fulton County Area Plan Commission and the Rochester Downtown Partnership for additional project review before continuing with the project. Funding awards cannot be increased after notification of the initial award, regardless of approved changes to the Scope of Work. Work completed prior to grant approval is not eligible for funding. Reimbursement will occur after the project has been completed and upon submission of appropriate forms and documents as outlined in the Grant Program guidelines. All required permits are the responsibility of the owner/applicant.
7. If awarded a Rochester Downtown Partnership Grant you agree to allow the Rochester Downtown Partnership to display a “project” sign or emblem for a minimum of 6 months on the project property as well as to use photo, video, and all other visual media of the project in any marketing materials including print, web and all other mediums.
8. I acknowledge that prior to receiving any grant monies from the Rochester Downtown Partnership; I am required to record a Façade Preservation Easement that stipulates any future façade remodel/reconstruction completed on this property will be cohesive with the 2016 City of Rochester Downtown Revitalization Plan and that any improvements made to the building using grant funds must remain with the building.
9. I acknowledge that no grant funds will be used to pay for my own time or that of anyone in ownership or tenancy interest in the building.

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Signature of Applicant (s)/Owner(s):

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Date

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Signature of Applicant (s)/Owner(s):

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Date

## **Rochester Downtown Partnership 2017 Grant Program**

### **Checklist**

Please ensure that all of the following items are included with your application prior to submittal. Omission of any of the required items will cause a delay in processing the application and may result in ineligibility for this round of grant funding.

- Grant Application Form Including:
  - Grant Request & Owner Information
  - Acknowledgement Criteria
  - Explanation of Existing Business
  - Scope of Work
- Project Cost Estimates –Itemized cost estimates from at least three (3) contractors
- Current Photographs of Property/Façades
- Formal Construction Drawings or informal renderings
- Paint Color Samples – (for painting projects only)
- Proof of Review from Fulton County Area Plan Commission
  - Building Permits, if required