



# **Bowman County Development Corporation**

## **Façade Improvement Grant Program**

### **Introduction**

The Façade Improvement Grant Program is geared towards improving the creation and expansion of commercial and retail sectors in the downtown and Highway 85 & Highway 12 business districts of Bowman County, further emphasizing the Bowman County Development Corporation's mission of developing and sustaining a great place to live, work and grow. Multiple other communities, such as Fallon County and Stark County, have adopted a program such as this and have seen positive results.

Visual presentation is an important aspect of marketing and gaining customer loyalty. The exterior appearance of a building is the initial point of interaction between the business operating within and a potential customer. Studies have shown that thoughtful design improvements can often lead to greater sales for a business. In fact, 70% of first-time sales at restaurants, retail shops, lodging facilities, and attractions come from curb appeal. The physical character of our business districts in Bowman contributes greatly to the overall image of the community for its residents, customers, and visitors.

#### *Program Goals:*

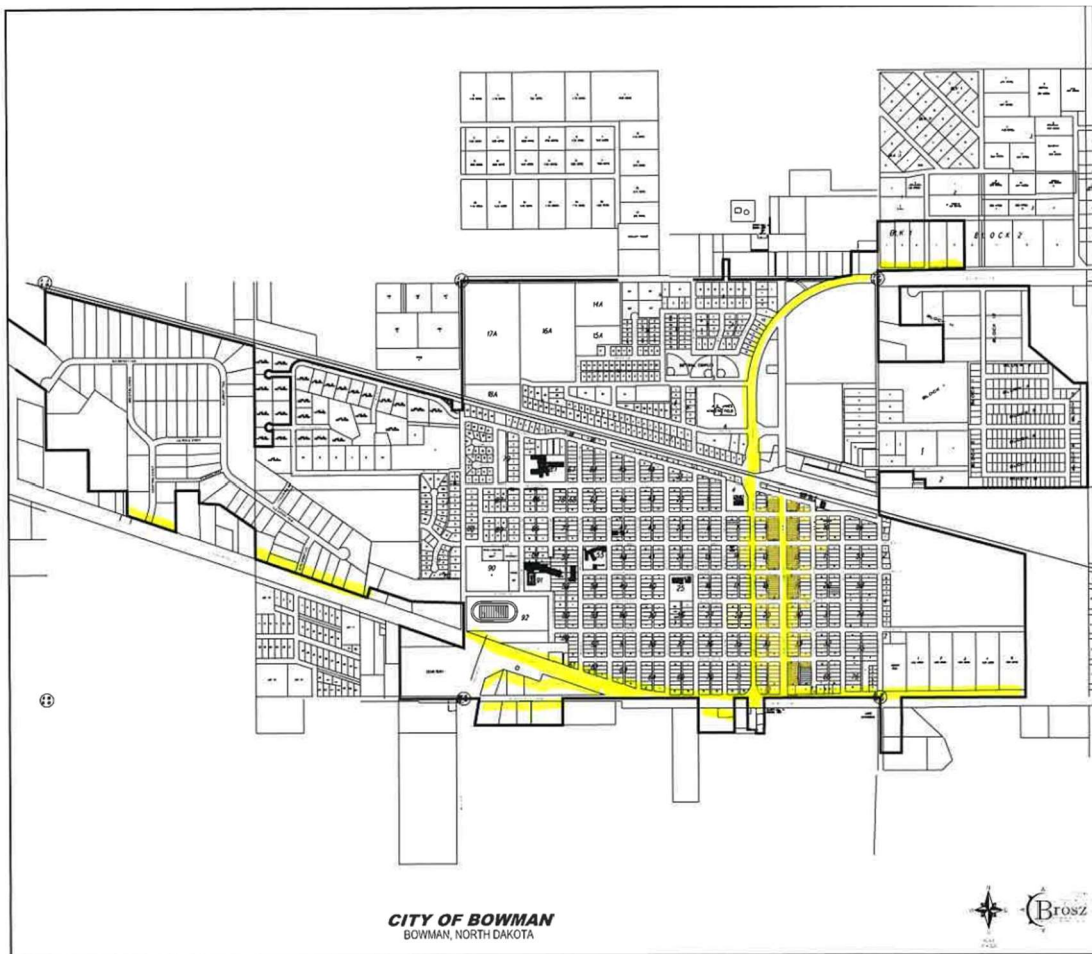
- Enhance and promote commercial growth in downtown and business district on highway corridors of Bowman.
- Improve the physical appearance, visibility, and 'curb appeal' of storefronts including signage and awnings as well as the overall look of the property visible from Mainstreet, Highways 12 & 85.
- Encourage redevelopment and reinvestment in the community.
- Leverage private investments while making revitalization affordable and local.
- Encourage historical preservation and renovation.

### **Program Summary**

The program is administered by the Bowman County Development Corporation. Funding is provided in part by the City of Bowman, Bowman County and Bowman County Development Corporation Growth Fund.

Interested commercial property owners may apply for a forgivable loan, not to exceed \$10,000 for up to 50% of their investment in rehabilitating and/or updating the storefront of a building façade visible from the Highway or Main Street. The building must be located in the Downtown district or on Highway 12 and Highway 85 corridors within the city limits of Bowman (see Map No. 1 for eligible areas).

Applications will be taken on a first-come, first-serve basis and awarded as long as program funding is still available.



## Application and Approval Process

1. Submit the completed application to the Bowman County Development Corporation Office for preliminary review to assure that all necessary information is provided, the applicant is eligible, and the proposed project meets minimum requirements.
2. BCDC Board of Directors meets the first Monday of the month. The applicant will be notified of either approval, denial, or if further information is requested.
3. Applicants will be accepted or denied funds based on meeting eligibility requirements and on a first-come, first-serve basis.
4. If the application is approved by the BCDC Board of Directors, the BCDC will contact the applicant to explain the approved terms and sign a Forgivable Loan Agreement.
5. If the application is denied, BCDC will contact the applicant stating the reasons for denial and offer to meet with the applicant to identify alternative funding sources.

*Eligible Applicants:*

- Property must be in good standing and free of outstanding code violations with current taxes and assessments paid.
- Property must be zoned and operated for commercial purposes.
- Applicants must prove how their project directly addresses one or more of the program goals.
- Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.
- Properties exempt from general property taxes through non-discretionary means are not eligible unless operating a retail business. For example, a church operating in a downtown storefront is not eligible.
- The Façade Improvement Grant Program is for commercial and/or mixed-use commercial/ retail for-profit properties.
- Any building owner or store proprietor/tenant with lease authority or authorization from the owner may apply for funding. Tenants must have a minimum of two years remaining on their lease. Subject building must be in a commercially zoned area.
- Business must currently and in foreseeable future be in operation.

*Eligible improvements must be to areas of the property visible from Highways 12 & 85 or Main Street, are necessary and provide significant updates to Façade, and include:*

- Design or architectural services for the building's façade
- Rehabilitation or compatible reconstruction of storefront
- Removing non-historic elements from building facades
- Awnings and canopies
- Replacement of metal siding and exterior slip covers (surfaces)
- Lighting
- Exterior cleaning, painting and/or paint removal.
- Masonry repair and repainting
- Removal/replacement of inappropriate or incompatible exterior finishes or materials
- Recessing/reconfiguring entrances
- Door/window replacement or repair including automatic doors as part of larger improvement.
- Signs (new or replacements) not to exceed 20% of the project.
- Other enhancements to facilities providing significant economic benefit may be considered

*Ineligible Activities:*

- Hardscaping
- Hard surfacing or resurfacing of off-street parking areas
- Sidewalk replacement or repair
- Roof replacement or repair
- Improvements made prior to Façade Improvement Grant Program funds approval.
- Refinancing of existing debt
- Inventory and equipment
- Compensating for one's own labor (sweat equity) and any items not explicitly outlined in the detailed scope of work on the application. However, funding is available for building materials and supplies if the applicant opts not to enlist an external contractor.
  - For applicants intending to execute construction work through their own company, the following criteria must be met:
    1. Possess a valid contractor license for work performed for others.
    2. Acquire a quotation from another licensed contractor or provide evidence of fair value for labor.
- General business operations expenses (payroll, taxes, utilities, maintenance, etc.)
- General maintenance (windows, doors, etc.) that are not part of the larger proposed project.
- Sides of building or property not located on or visible from Highways 12 & 85 or Main Street are not eligible for improvement.

**Project Administration Upon Approval**

1. Façade Improvement Grant Program funds are subject to availability of said funds but shall not exceed \$10,000 or 50% of their investment.
2. Applicants will be awarded funds based on a first-come, first-served basis if all application requirements are met.
3. In order to be eligible for reimbursement, contracts for work in the agreed upon scope of the project must not be signed, nor may the building permit be obtained before approval is attained. Advance design, architecture, and engineering services may be obtained, and these fees are among the eligible costs.
4. The project applicant will be notified, and the applicant will sign a Forgivable Loan Agreement once the BCDC has approved the project.
5. Funds will be paid in a lump sum at the completion of the approved project as a reimbursement of costs incurred.
  - a. The applicant will be responsible for all applicable bills and invoices associated with the project. Reimbursement will be based on a request from the applicant that must include a summary of expenditures with copies of invoices and proof of payment for completed work.
6. Any changes to the project must be submitted in writing to and approved by the BCDC prior to the change.
7. Inspection will be done by representatives of the BCDC upon completion to verify requirements were met.
8. Permits, W9, program expenditures, etc. will not be included in eligible funding.
9. Projects must begin within 6 months and be completed within 12 months after the agreement is signed. A written summary and explanation of delays must be submitted prior to the 12-month deadline for review by the BCDC Board.
10. Business must continue operation for a minimum of three years following completion of the project. A promissory loan will be administered with one-third of awarded amount being forgiven each year.
11. Properties that have previously received Façade Improvement Grant Program funds are not eligible for additional funding for 2 years after completion of the previous project.
12. BCDC reserves the right to cancel the Forgivable Loan Agreement in the event of failure to comply with this agreement.
13. The final decision of all applications is left to the discretion of Bowman County Development Corporation's Board of Directors.



## Façade Improvement Grant Application

### Primary Contact Information for this Application

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

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

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

Email: \_\_\_\_\_

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

(name of person/entity to receive grant)

Property Owner: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Architect/Firm: \_\_\_\_\_

(if applicable)

#### FOR INTERNAL USE ONLY

Date App Received: \_\_\_\_\_

Date App Approved: \_\_\_\_\_

Approved Grant Amt: \$ \_\_\_\_\_

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

### Description of Property

Current tenant(s): ☐ Commercial

☐ Mixed-use (Ex. Apartment building)

# occupied: \_\_\_\_\_ # vacant: \_\_\_\_\_

Building History (if available): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Cost of Façade renovation: \$ \_\_\_\_\_ Grant Amount Requested \$ \_\_\_\_\_

Is the façade renovation part of a larger project?

☐ Yes

☐ No, the façade is the only work I am doing

If yes, please describe comprehensive project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of Existing Condition of Façade:** (Please attach pictures – *Attachment 1*)

**Summary or Proposed Scope of Work:** (materials, color schemes, etc.) \* Must follow proposed scope of work.

Please attach drawings the include pre- and post- rehab detail, indicating specifically what will be modified and how – *Attachment 2*.

Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. - *Attachment 3*

**Historical Character** – How will proposed project affect historic character? (if applicable)

**How will your project complement redevelopment efforts? (Please explain in detail)**

For more information call the Bowman County Development Office at 701-523-5880.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different than applicant)



**Facade Improvement  
Grant Application**

**ATTACHMENT 1:  
PHOTOS**



**Facade Improvement  
Grant Application**

**ATTACHMENT 2:  
PRE- AND POST DRAWINGS**

(Building elevations as improved, site and/or landscaping plans)





## Facade Improvement Grant Application

### ATTACHMENT 3: BIDS AND COST ESTIMATES

Note: Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. Applicants seeking to perform work themselves must 1) be licensed contractors that perform work for others and 2) must obtain quotes from two other licensed contractors.

Summary of Proposed Expenditures		
Source of Estimate or Bid	Purpose	Estimated Cost
<b>Total</b>		\$