



# City of Leavenworth

## Grant Application

Small Business Economic Development and Grant Program



## Program Overview and Objectives

New and existing commercial, retail, or industrial businesses may be reimbursed 50% of the costs for development of their business. Owners may be eligible for a dollar-for-dollar matching grant up to \$5,000 for single unit locations and up to \$15,000 for multi-tenant locations. Grant monies are awarded to encourage building updates and/or renovations to new and existing businesses. These funds are not available for routine repairs and maintenance. Examples of improvements considered for the grant include:

- Architectural Façade Renovation
- Replacement or installation of windows and doors
- Improvements to ceilings & floors
- Installation or removal of fixed walls
- Internal architectural changes
- Interior and exterior lighting
- Permanent fixtures
- Aesthetic detailing
- ADA Improvements
- Installation of new HVAC systems (for buildings that never had one)
- Electrical and plumbing alterations for bringing a structure up to required codes
- Additional new construction to an existing structure for expansion
- New Signage

The amount of available funds for such grants is limited. Therefore, they are not available for projects outside the general business district or to not-for-profit entities. Businesses may only be eligible for grants once every 24 months. All property taxes must be current, fees paid, and codes met on properties or projects being considered for a grant.

Before you begin your development project, call the Assistant City Manager at 913-680-2602 or log onto the City's website at [www.lvks.org](http://www.lvks.org). Grant Funds are disbursed upon completion of project and final inspection.

### DISCLAIMER STATEMENT

**It is the applicant's direct responsibility to secure all necessary permits prior to construction and make arrangements for City inspections during the construction phase. All projects must be inspected and approved by the Economic Development Administrator and Building Inspections Department before funds will be released. Grant Funds will not be awarded for projects that have been started or completed before approval.**



## Grant and Facade Program Application

### A. General Information and Instructions

1. Before filling out this application form, please review the City's Economic Incentive Policy and arrange for a pre-application meeting with staff. The Incentive Policy describes the purpose and basic terms and conditions of the Facade Grant Program.
2. If an agent is acting for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in Section F below.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach to your completed application form.
4. Please attach to the application the required supporting documents as indicated in the Required Documents list. An application will not be considered complete until all required documents have been submitted.
5. Please ensure that the application form is complete and that all required signatures have been supplied.
6. Please print (black or blue ink) or type the information requested on the application form.
7. You may deliver your application in person or send it by mail to: City of Leavenworth Economic Development 100 N 5th St. Leavenworth, KS 66048

If you have any questions about this program, please contact the City's Economic Development Department at 913-680-2604.

~ PLEASE PRINT ~	Application No. _____
	(Office Use Only)

<b>B. Applicant Information</b>			
Name of Registered Property Owner			
Mailing Address of Property Owner			
Telephone Number		Fax Number	
E-mail			

Name of Applicant if different from Registered Property Owner			
Mailing Address of Applicant if Different from Registered Property Owner			
Telephone Number		Fax Number	
E-mail			

<b>C. Property Information</b>		
Legal Description of Property (Lot and Plan Numbers)		
Describe Existing property Use		
Is property up to code and in compliance with existing zoning, land use, and/or building code requirements? Are property taxes paid in full on this property?	<b>Yes</b>	<b>NO</b>
Are there any outstanding work orders on this property?	<b>Yes</b>	<b>NO</b>
Size of Property (acres)		
Existing Buildings on Property? Building 1 _____ sq. ft. Building 2 _____ sq. ft. Building 3 _____ sq. ft.	<b>Yes (If yes specify size)</b>	<b>NO</b>

<b>D. Project Description</b>	
Please describe the facade restoration works and improvements that are eligible for the matching grant (see the city's Economic Incentive Policy for the definition of "eligible works")	

<b>Cost Summary - Eligible Facade Restoration/Improvement Works</b>	
(please attach two detailed cost estimates from bona fide contractors for work to be performed).	

Type of Improvement/Construction	Lowest Cost Estimate (\$)
a. Eligible Facade Restoration/Improvement Works	
b. Other sources of government funding? (includes Governmental, Leavenworth Main Street, CDBG, etc...)	
Total Eligible Costs (a-b)	
Amount of Grant Applied For: (0.5*cost item c above) to a maximum of \$5,000	

<b>Construction Schedule</b> (Construction of all works must be completed within one (1) year)	
Approximate Start Date of Construction	
Approximate End Date of Construction	

<b>E. Property Indebtedness</b>			
Mortgages and Taxes		Property Taxes	
Other Encumbrances (e.g., liens, covenants, judgments)			

<b>G. Required Documents</b>	
i.	A minimum of two project estimates, to include labor and material
ii.	Sworn Declaration (see below)
iii.	A cover letter explaining scope of project and plan for implementation

**F. Authorization**

I, \_\_\_\_\_, am the owner of the land that is subject of this application, and I hereby authorize the applicant/agent \_\_\_\_\_ to make this application and to act on my behalf in regard to this application.

Dated this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner

\*If an agent is authorized in Section F above, all correspondence will be sent to said agent.

**G. Sworn Declaration**

I/WE HEREBY APPLY for a grant under this program.

I/WE HEREBY AGREE to abide by the terms and conditions of the grant program.

I/WE HEREBY AGREE to enter into a grant agreement with the City that specifies the terms and conditions of the grant.

I/WE HEREBY CERTIFY that the information contained in this application is true, correct and complete in every respect and may be verified by the City by such inquiry as it deems appropriate, including inspection of the property for which this application is being made.

I/WE HEREBY AGREE that if any statements or information in this application or submitted in supports of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I/WE HEREBY GRANT permission to the City, or its agents, to inspect my/our property that is subject of this application.

I/WE HEREBY AGREE that the grant may be delayed, reduced or cancelled if the work is not completed, not completed as approved, or if the contractors are not paid.

I/WE HEREBY AGREE that the program for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the program. Participants in the program whose application has been approved and who have entered into a grant agreement with the City will continue to receive their grant, subject to their grant agreement.

I/WE HEREBY AGREE that all grants will be calculated and awarded in the sole discretion of the City. Notwithstanding any representation by or on behalf of the City, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The City is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month) (Year)

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature of Owner