



## Store Front Grant

1. The intent of the Store Front Grant is to beautify and renew the business district to promote further development and to invigorate community pride in Smith Center.
2. Smith Center Economic Development offers a matching grant to Smith Center businesses to beautify and upgrade storefronts, signage and sidewalk approaches.
3. Each business may apply for up to \$3,000 and the amount requested must be matched dollar for dollar. For instance, if the total project cost is \$800, the project is eligible for a \$400 grant. If the total project cost is \$6,000 or more, you may request the entire \$3,000 grant.
4. Available to for-profit businesses in Smith Center. Businesses must have typical and consistent business hours appropriate to the type of business.
5. All improvements including sidewalk amenities such as benches, tables, and planters that meet city ordinance requirements will be permanent fixtures for the store front.
6. When using contract labor, favorable consideration is given when work is bid by local contractors/businesses.
7. Business owner may not request payment for their personal labor but may include employee labor in the cost estimate.
8. If a single building owned by one person or entity contains 2 or more separate business store fronts, those individual businesses may each apply for a separate Store Front Grant.
9. Not eligible: Non-profit businesses, government entities, utility providers, home-based businesses, storage buildings, and those businesses restricted from Small Business Administration funding.

## **Application Procedure**

1. Submit the signed Store Front Grant application with all required attachments to the City Office in person, or by mail to 119 W. Court, Smith Center, KS 66967.
2. Applications will be considered by the SCED board. For clarification or further details, interviews may be requested by the committee.
3. Funding decisions by SCED are considered recommendations to the City Council for final approval. The applicants will be notified of the decision within 10 days of the subsequent City Council meeting by phone, USPS, email, or a combination.
4. Store Front Grant applications must receive final approval before the work begins.
5. If a business is approved to receive a grant then closes or becomes otherwise ineligible by the criteria listed, the applicant will no longer be eligible for reimbursement.
6. Successful applicant businesses may apply for an additional Store Front Grant 12 months after final approval of previous projects.

### **Upon Application Approval:**

1. The improvement plan must be complete within 6 months of approval date. Extensions may be granted for extenuating circumstances through a written request submitted to SCED at least 30 days prior to the project due date.
2. Notify the City Office when the improvement plan is complete.
3. Provide payment documentation of approved expenses. Paid receipts or copies of the check are acceptable.

### **Upon Application Disapproval:**

The SCED board will provide a remedy for future applications.

### **Reimbursement:**

1. A Store Front Grant presentation will be scheduled to present the check from the City of Smith Center/Economic Development.
2. A photograph will be taken to publish in the Smith County Pioneer and social media.
3. Window clings or a yard sign will be displayed on the Store Front for the following 30 days designating the improvements were paid for in part by the Smith Center Economic Development Store Front Program.

### **Disclaimers:**

The Store Front Renewal Grant is subject to the availability of funds. SCED reserves the right to alter, amend, or discontinue the program at any time without written notice.



## Store Front Grant Application

1. Improvement Plan: A narrative describing the improvements you plan to make to your building using the financial assistance of the Store Front Grant.

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- a. Attach at least one photograph of your current store front.
  - b. Attach photos and/or design plans of benches, signage or paint colors you have chosen.
2. Cost Estimate:
  - a. A detailed cost estimate for the entire project may involve quotes from different sources.
  - b. A clear indication of the total amount you are requesting.
  - c. Requested funds must be matched dollar for dollar, with the maximum amount per business of \$3,000 awarded.
3. Effect of the Store Front Grant: Describe how this grant will help your business achieve both short term and long term goals.

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4. Signature sheet: Signatures are required of the business owner and property owner if different from the business owner, to confirm that the improvement plan has been approved by all necessary parties. (following page)

**Signatures:**

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

**Business Information**

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

Business Owner: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Business Owner Signature: \_\_\_\_\_

**Building Owner Information** (if different from business owner)

Building Owner: \_\_\_\_\_

Building Owner's Address: \_\_\_\_\_

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

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

Building Owner Signature: \_\_\_\_\_