

CULTURAL & ENTERTAINMENT GRANT PROGRAM

INTRODUCTION

It is the intent of the Cultural & Entertainment Steering Committee to provide financial incentives to property owners and business people within the Downtown Urban Renewal Area (Riverside TIF District) to assist them in capital improvement projects which will expand and enhance cultural & entertainment activities within the Cultural & Entertainment District (CED).

OBJECTIVES

The primary objective of the Cultural & Entertainment Grant Program is to revitalize the Riverside TIF District by expanding and enhancing cultural & entertainment activities within the district. The purpose of the Cultural & Entertainment Grant Program is to promote the community & economic development within the Riverside TIF District by providing financial incentives to encourage capital improvement projects by contributing members of the district. The goals of the CED are as follows: increase tourism; attract well-educated and diverse employees and residents; increase retail establishments and sales; increase aesthetic and cultural appeal of the CED; enhance Charles City as a place to call home and promote Charles City's historic and cultural heritage.

The grant can equal up to fifty percent (50%) of the total project cost up to \$10,000.00. For example, if the total project cost is \$12,000.00, the grant could be as much as \$6,000.00. The grant will not exceed more than fifty percent (50%) of the total project cost. The applicant is required to contribute a minimum of ten percent (10%) of the funds necessary to complete the project and the source of these funds cannot be a loan. The applicant must have a commitment for long-term financing if necessary for a minimum of forty percent (40%) of the cost of the project. Subject to approval of the CED Steering Committee, Community Revitalization will then provide a grant up to and not to exceed fifty percent (50%) of the project costs. The grant will in no instance exceed \$10,000.00. Thirty-five percent (35%) of the grant shall be provided upon proof of financing by the applicant and the remaining sixty-five percent (65%) of the grant shall be provided upon completion of the project. Funds are limited. The CED Steering Committee will carefully examine applications to determine which projects will most contribute to the overall quality of the community.

Community Revitalization's Cultural & Entertainment Grant will be in the form of a forgivable loan. The grant shall be repaid in an amount and manner hereafter described if any of the following events occur during the twenty-four (24) month period immediately following completion of the approved project: The benefited property is sold or otherwise conveyed by the owner to another individual or entity; or The business located in the benefited property ceases operation; or Community Revitalization becomes aware that the applicant made false or misleading statements in the application which were material in making the grant; or The applicant becomes insolvent

Community Revitalization shall give written notice to the applicant upon determination that one of the foregoing events has occurred, in which case repayment may be made in twelve (12) equal monthly installments of principal only beginning on the first of the month following the date of the notice and continuing on the first day of each month thereafter until repaid in full. Except for repayment caused by reasons set forth above, the amount to be repaid shall be calculated as follows:

$$\text{Amount to be Repaid} = \text{Total Grant} - \frac{\text{total grant}}{24} \times \text{Number of full months from date of project completion to date of repayment notice}$$

For repayment triggered by reasons set forth above, the full amount of the grant shall be repaid. If no notice of repayment, as above described, is given to the applicant within the twenty-four (24) month period after project completion, the grant shall be deemed forgiven.

Pending forgiveness of the entire grant or pending full repayment of the grant, the grant shall be secured by a mortgage upon the benefited premises given by the owner at the time of grant approval and subject to foreclosure upon default in making a required payment. A mortgage shall not be required if applicant has only a leasehold interest in the benefited property.

GUIDELINES

The CED Steering Committee will provide technical assistance along with a grant to building owners that meet the following guidelines:

The grant program will be administered by Community Revitalization. The CED Steering Committee will determine eligibility and approve all grant applications.

Selection to participate in the program will be based upon the applicant's consistency with the goals of the CED and upon commitment to proceed with the capital improvements. Capital improvements are defined as: expenditures that may benefit a future period as an asset that involve expenditures that are not recurring in nature and increase the use value (efficiency, productivity, or use utility) or the useful life of the property beyond what it was before the alterations.

Applicants must be a contributing member of the Cultural & Entertainment District. A contributing member is defined as a commercial establishment or public entity that provides cultural, historical, recreational, or entertainment value to the CED.

Applicants must submit a Cultural & Entertainment Grant application along with cost estimates from a contractor (if needed) specific to all work to be done. Applications for the next funding cycle will be taken annually until June 15th for that fiscal year. Applications received after this deadline will be considered for the next fiscal year funding cycle.

Work is expected to be completed and bills submitted prior to twelve (12) months from award date.

A complete copy of bills from expenses relating to a particular project must be presented to the CED Steering Committee before the final grant payment will be released. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost. A final inspection of the project by Community Revitalization will be conducted before payment of the grant will be issued. Any deviations from the approved application may disqualify the applicant.

Recipient of any grant monies will actively support and/or participate in the programs and activities of Community Revitalization.

Applicant must consult with Community Revitalization prior to the start of the capital improvement project.

Applicant may need to consult with a Main Street Iowa Design Consultant prior to start of the project as deemed necessary by the Community Revitalization Design Committee or the CED Steering Committee.

TIMELINE

Deadline

June 15th cut off between fiscal year funding cycles;

Applications received after this date will be considered for the next fiscal year;

Applications taken on a case by case basis

EXAMPLES OF ELIGIBLE PROJECTS:

Remodeling
Outdoor Seating Areas (tables, benches, lighting, etc.)
Signage (addition or removal)
Elevators or other substantial ADA improvements
Expansions

EXAMPLES OF INELIGIBLE PROJECTS:

Office Equipment
Fixtures
Roof repairs
Electrical work (except related to signage)
Sandblasting
Window display (merchandising) details

Upon approval of the CED Steering Committee, ineligible project costs may be used to satisfy the fifty percent (50%) participation of the applicant.