



Small Business Façade Improvement Program 2012 Application

Thank you for your interest in the Small Business Façade Improvement Program, a matching grant program of the *Fostering Commercial Urban Strategies (FOCUS) Initiative* at Local Initiatives Support Corporation (LISC). The Façade program is created to jumpstart retail and commercial development in Indianapolis' urban neighborhoods by providing matching grants to property owners willing to renovate the street-front exteriors of their structures. The following information outlines the details of the program and includes the application. Visit www.FocusIndy.com for more details.

Eligible applicants: Any building owner or tenant of a building located in Marion County is eligible to apply. All applications from building tenants require the signature of the building owner.

Eligible projects: Any building improvements to primary front-facing commercial facades, attached signage, and building entrances, including but not limited to: doors, windows, signs, awnings, and brick, stone, wood, or other building surface material. Mixed use (housing and commercial) development is eligible, but projects that are solely rental or permanent housing are not eligible.

Ineligible projects: Site improvements such as paving, raised planters and planting areas, street trees, detached signage, fencing and railings, and improved pedestrian amenities such as sidewalks, benches or bike racks. Roof repairs are also ineligible. Grants cannot be used to retroactively match recent improvements already in place.

Selection Process: A review panel will select awards for 2012. In general, prioritization is given to façade improvements that:

- Are located in low income neighborhoods
- Assist small businesses
- Complement area investments
- Improve a struggling commercial corridor
- Stand to dramatically improve the front-facing façade
- Support minority- or women-owned enterprises
- Support job creation
- Complement other LISC programs such as our targeted Sustainable Communities and the FOCUS commercial districts (Learn more at www.lisc.org/indianapolis)

Design Assistance: Pro-bono architectural assistance is also available to awardees, which may entail services such as drawings and floor plan sketches, property investigation and construction cost analyses. Applicants should indicate whether they will require design assistance. Architectural drawings and other design-related support materials will be requested from most applicants.

Grant Awards: The Façade Improvement Program will reimburse up to 50% of the total project costs with a maximum contribution of \$20,000; however, the typical award ranges between \$1,000 and \$5,000.

Disbursement Process: LISC will organize a grant agreement with the relevant area nonprofit development corporation, and that organization will issue the matching funds to award recipients on behalf of LISC. Due to the nature of the funding source, all grant funds are disbursed on a

reimbursement basis, once the project is complete and proper proof of payment is submitted by the business (documentation such as paid invoices and cancelled checks).

Application: The Building Application Form is to be completed by each building owner or tenant requesting a façade grant and then returned to LISC, along with the required supplementary application documents. Applicants are encouraged to seek assistance from their relevant area nonprofit development corporation when completing and reviewing the application. If assistance is needed to find or contact the development corporation, please call the LISC office number below.

Façade Award Timeline:

	Round 1	Round 2*
Application deadline:	January 27, 2012	May 4, 2012
Award Announcements:	March 30, 2012	June 15, 2012
Project Completion:	No later than December 1, 2012	

**Round 2 is subject to funding availability and may not occur if all of the available funding is awarded in Round 1.*

Federal Regulations and Compliance:

All projects whose total costs are in excess of \$2,000 must be prepared to comply with the federal Davis Bacon rules, including prevailing wage requirements. This may increase the labor costs of a project. Guidance will be provided to awardees to assist with this process.

Please return completed applications and address questions to:

Rachel McIntosh, Program Officer
Local Initiatives Support Corporation
333 N. Pennsylvania Street, Suite 600
Indianapolis, Indiana 46204
rmcintosh@lisc.org
317.396.0588 ext. 16

2012 Commercial Façade Improvement Program Building Application Form

CONTACT INFORMATION		
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
BUSINESS INFORMATION		
Property Address:		
Tenant Name:		
Tenant Email Address:	Tenant Contact Phone:	
Federal ID of Building Tenant:	Lease Expiration Date:	
BUILDING & PROPERTY INFORMATION		
Building Owner Name:	Federal ID or Social Security # of Building Owner:	
Building Owner Address:	City:	State/Zip:
Owner's Email Address:	Owner's Phone:	
Current Use of Building:	Number of Businesses Located within Building:	
Total Square Footage of Building:	Estimated Square Footage of Improvements:	
Are the Property Taxes Current?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Taxes must be current
Is Property Within Designated Historic District?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, project needs approval from Historic District
Is there any structural damage to the building?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, building must be inspected prior to work
Have any City/County Violations been filed against Property?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, please list: _____
PROJECT INFORMATION		
Please Give Brief Description of Proposed Work (expand this space as needed or attach another page): 		
Have area neighborhood groups been consulted?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Describe: _____
Is Pro Bono Design Assistance needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, please provide design or architectural consultant name: _____
Please describe the impact of the business upon its neighborhood and how a façade grant would benefit this community (refer to program priorities): 		
Grant Requested: \$ _____	Date of Application: _____	
Total Estimated Cost of Improvements: \$ _____	Source of Cost Estimate: _____	
Building Owner Signature (if Tenant is Applying): _____	Applicant Signature: _____	
Please Attach:		
<input type="checkbox"/> Itemized estimate(s) of work to be completed		
<input type="checkbox"/> Itemized project budget reflecting all revenue sources and expenses (designate which budget items would be paid for with grant funds)		
<input type="checkbox"/> Proof of financial ability to match grant funds (must be most recent bank statement or signed letter from bank on letterhead)		
<input type="checkbox"/> At least 2 photos of building emailed in electronic format to rmcintosh@lisc.org		

This is a competitive selection process and all applications are subject to approval