

Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce

ABOUT THE STOREFRONT IMPROVEMENT PROGRAM (SIP)

The purpose of the Storefront Improvement Program is to encourage businesses and property owners to improve the front exterior of their commercial properties, making these areas more attractive to shoppers and growing their vitality and economic performance. The program reimburses owners of commercial buildings and businesses which provides goods and services to the community, with a grant which will provide up to \$500 towards the total cost of eligible improvements. Applicants must be current, dues paying members of the Red Cloud Area Chamber of Commerce (aka Red Cloud Tourism & Commerce). Applicants should not start work assuming they will get the grant until they receive a signed copy of the application from the Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce.

APPLICATION PROCESS

Step One – Is your project eligible?

1. Contact Jarrod McCartney to find out if your project is eligible. He can be reached by phone at 402-746-4065 or by email at visitredcloudne@gmail.com
2. Contact the City of Red Cloud and/or the Nebraska Department of Transportation to determine if your project meets their standards.

Step Two – Plan your project

1. Meet a Tourism & Commerce member at your building.
2. Discuss ways to improve your storefront and review program requirements.

Step Three – Apply

1. Once you are ready to apply you will need
 - Color, digital photographs of your storefront and immediate surroundings
 - Illustrations showing the proposed improvements
 - Contractor estimate

- Letter granting permission from property owner if different from applicant
- Completed application

2. Send your application and required documentation by email to visitredcloudne@gmail.com or by mail to: Adam Vetter, Red Cloud Tourism & Commerce, P.O. Box 327, Red Cloud, NE 68970.
3. Applications will be reviewed for completeness and design. Application review usually takes 2-4 weeks. You and your relationship manager will be notified that the application has been received and whether anything is missing. Incomplete applications will not be considered. You are advised to wait for approval before beginning work.

Step Four – Begin work

1. Receive approval letter
2. Hire your contractor for the approved work
3. Obtain building and zoning permits if necessary
4. Approved applicants have up to six (6) months to complete proposed improvements.
5. If you wish to change your project from what was approved or wish to use a new contractor, you must submit new estimates and a revised proposal for review and approval.

Step Five – Receive funds

1. Submit completion documents:
2. Copies of final invoices from contractors showing payment in full
3. Proof of payment in the form of copies of cancelled checks (front & back), credit card statements, or money orders. If you pay your contractor in cash we will be unable to reimburse you.
4. Copies of any required permits
5. Color photographs of the completed work
6. Allow 2-4 weeks for your rebate check to arrive

Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce

PART 1 - APPLICANT INFORMATION

BUSINESS LOCATION

Address of Property Being Improved _____ ZIP Code _____

APPLICANT NAME – Applicants must be the owner of a commercially occupied property or an operating tenant business.

Applicant Name (person or company applying for rebate) _____

Applicant's Mailing Address (if different than above) _____ ZIP Code _____

Contact Person & Title _____

Contact Phone # _____ Fax # _____ Email _____

BUSINESS INFORMATION – Applicants must be operating legally and current with all city and county taxes. Eligible properties must be occupied by a business. Describe the business below. Unoccupied properties may be considered but must be occupied to be eligible for reimbursement.

Name of Business in Property Being Improved _____

Type of Business _____ Number of Employees _____

EIN or SSN _____

PROPERTY OWNER INFORMATION – If the applicant is not the property owner, then a letter granting permission from the property owner must be included with this application.

Legal Name of Property Owner _____

Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce

PART 2 – STOREFRONT IMPROVEMENT PROPOSAL

Describe your proposed improvements in the box below. Improvements must be made to the exterior and visible to the public and preserve and enhance the historic and architectural integrity of buildings. Typical projects include:

- Masonry/Brick pointing
- Cornices
- Exterior painting
- Windows/glazing
- Exterior doors
- Exterior façade lighting
- See-through security grills
- Signage and awnings

DESIGN REVIEW – Applications will be reviewed by a design committee who may suggest changes or require specific changes to the proposed work for the application to be approved and be eligible for reimbursement. In areas with local design guidelines and processes, applicants should consult the local guidelines and seek feedback on their proposal from their local organization first.

HISTORIC DISTRICT REQUIREMENTS – Projects within areas with special design controls or within historic districts must comply with those requirements.

FRONT WALK IMPROVEMENTS – Improvements that are determined to add to the visual or aesthetic appeal of the historic downtown region of Red Cloud but are not necessarily attached to the storefront will also be considered, though applicants are especially encouraged to discuss proposed improvements with the City of Red Cloud and/or the Nebraska Department of Transportation before proceeding. Typical projects in this category might include flower boxes and common use receptacles.

Describe the improvements you plan to make to your storefront:

Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce

PART 3 – STOREFRONT IMPROVEMENT COSTS

Use this form to itemize costs of the improvements planned for your storefront. You must also attach the estimates from your selected contractor(s) contractor for each improvement type proposed below. This form will help us understand the scope of the project and therefore the need for reimbursement.

PRE-DEVELOPMENT COSTS

Service	Costs	Your Selected Contractor/Vendor
Design/architecture services	\$	
Permits and associated fees	\$	
SUBTOTAL	\$	

CONSTRUCTION COSTS

Improvement Type	Total Costs	Your Selected Contractor/Vendor
Façade masonry/ Brick pointing	\$	
Cornices	\$	
Exterior Painting	\$	
Windows/ glazing	\$	
Exterior doors	\$	
Exterior façade lighting	\$	
See-through security gates	\$	
Signage	\$	
Canopies/awnings	\$	
Handicapped ramps	\$	
Window boxes	\$	
Demolition	\$	
Other:	\$	
SUBTOTAL	\$	
TOTAL COST (PRE-DEVELOPMENT + CONSTRUCTION)	\$	

Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce

PART 4 – APPLICATION ATTACHMENTS

CHECKLIST -Please attach the following:

1. Color digital photographs of your building sent via email clearly showing the following:
 - Areas that will be improved;
 - The entire front facade and/or front walk of your building; and
2. An illustration of the work you would like to do. Any of the following are acceptable:
 - A hand drawn sketch of the front of your building OR
 - a printed-out digital picture with written notes OR
 - a photo with post-it notes attached OR
 - an architect's rendering

NOTE: if your project includes signs or awnings, please ask your contractor to prepare a picture of the new sign or awning showing all dimensions, materials, colors, and lettering.
3. An estimate from a contractor is required. We recommend you secure at least two.
4. Letter from building owner (if different from applicant) granting permission for the proposed work

Additional Program Requirements

- A property improved under this program may apply for the maximum \$500 allowance no more than once every five (5) years.
- The amount that this program is able to approve for reimbursement will not always be equal to the maximum amount due to availability of funds.
- Applicants must be a current, dues paying member of the Red Cloud Area Chamber of Commerce/Red Cloud Tourism & Commerce

PART 5 – CERTIFICATION FOR COMPLIANCE WITH FEDERAL, STATE & LOCAL REQUIREMENTS

I certify that:

1. The information contained here is accurate.
2. The business and property owner(s) are current with all City and County obligations. All permits, licenses, environmental and historical requirements associated with the above work will be complied with.
3. I have read and will comply with the requirements outlined in this application.

APPLICANT OR DESIGNATED REPRESENTATIVE

Name _____ Title _____

Signature _____ Date _____

Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce

Submit your completed application via e-mail to visitredcloudne@gmail.com, or mail to Red Cloud Tourism & Commerce, PO Box 327, Red Cloud, NE 68970.

You will receive a notification by e-mail when your application is received.
Application questions can be directed to Jarrod McCartney at 402-746-4065



Storefront Improvement Program Application

Red Cloud Tourism & Commerce/Red Cloud Area Chamber of Commerce