



CITY OF NEW RICHMOND DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM PURPOSE

The objective of the downtown façade grant program is to provide financial assistance for property owners or tenants seeking to improve or restore commercial properties within the City of New Richmond’s downtown. The grant program is intended to stimulate high-quality building improvements while being mindful of the historical significance and uniqueness of downtown architecture. The appearance of the downtown business area reflects not only the local business climate, but also the history, character, and quality of life of the New Richmond community.

APPLICANT ELIGIBILITY REQUIREMENTS

Property owners or tenants of commercial or mixed-use structures located within the downtown are eligible to apply. For purposes of this grant, the geographic boundaries of the downtown include properties along Knowles Avenue from First Street to Sixth Street (north to south) and from Minnesota Avenue to Arch Avenue (west to east). If a tenant is applying, the permission of the property owner is required. Property taxes and all other City accounts must be current. Property owners or tenants may not receive more than one award per calendar year.

ELIGIBLE IMPROVEMENTS

All grant-funded improvements are for the external front and rear façades and visible sides, and must be permanent and fixed in type and/or nature. Improvements must meet all City of New Richmond code requirements including zoning, building, and safety codes. The applicant must obtain all necessary permits and pay any corresponding fees. The City of New Richmond’s Historic Preservation Commission reserves the right to determine the eligibility of all items in a project’s scope of work. Eligible items include, but may not be limited to:

- Façade rehabilitation
- Door and window repair and replacement, if part of a larger project or historic restoration
- Exterior painting
- Masonry cleaning and/or repair
- Cloth awnings
- Lighting
- Shutters
- Gutters
- Hardscape services: decks, fountains, patios, etc.
- Signage

INELIGIBLE IMPROVEMENTS

- Cost of new construction, repair, or replacement of a new roof unless it is a significant architectural element of the building and is visible from street level in the immediate vicinity of the building
- Tinted windows
- Landscaping
- Vinyl awnings
- Removal of architecturally significant features
- Purchase of property
- Sandblasting
- Electronic signs
- Security systems
- Paving
- Land acquisition
- Equipment
- Furnishings
- Costs for a graphic designer to develop a logo or brand
- Inventory and operating capital
- New construction or additions that would increase space
- Any activity started prior to receiving final approval of grant funds

BUY LOCAL

Whenever possible, applicants are strongly encouraged to use local contractors to complete all tasks associated with their renovation. This will not only help garner support to continue this program, but more importantly help boost our local economy.

APPLICATION REVIEW PROCESS

In order to qualify, applicants cannot start on their project until after receiving the necessary approvals. If work begins before application or approval, grant funds will not be awarded.

1. Applications and supporting documentation are submitted to the City of New Richmond.
2. The application is reviewed by the Historic Preservation Commission; approved projects will receive a letter of intent committing to providing the grant funds upon completion of the project. If denied, applicants may submit a revised application.
3. Applicants sign an agreement with the City of New Richmond.
4. Applicants take out appropriate building or sign permits. Projects must be completed within 12 months of the approval date. Minor changes to the project will require submittal and approval by the Building and Zoning Inspector. Significant changes, as determined by the Building and Zoning Inspector, will require approval of the Historic Preservation Commission. The City of New Richmond reserves the right to withhold funding for projects that are not completed on time or significantly change in scope.
5. Payment is made on a reimbursement basis upon completion of the project. Applicants shall provide itemized paid invoices for the project for eligible expenses under the grant.

EVALUATION CRITERIA

The City of New Richmond's Historic Preservation Commission's decision to accept an application will be based on available funds, the merits of the proposed project, and the support it provides to the general beautification of downtown New Richmond. All approved projects will meet the criteria presented in this document.

- Appropriateness to the original, historic façade of the building
- Significant improvements of the visual appearance of the building and surrounding area
- The level of investment being made to the property
- Collective participation of adjacent property owners, if applicable
- Relationship of the project to the overall existing architecture

GRANT AWARD

Grants will be awarded on a first-come, first-serve basis. This is a reimbursable program. Grants made under this program shall not exceed \$5,000 and generally will not exceed 25% of the total project cost unless otherwise determined by the Historic Preservation Commission. Funding requests for stand-alone signage projects shall not exceed \$500.

APPLICATION SUBMISSION

Please send the completed application form and accompanying materials to:

City of New Richmond Historic Preservation Commission
Attn: Tanya Batchelor, City Clerk
156 East First Street, New Richmond WI 54017
715-246-4268
tbatchelor@newrichmondwi.gov



DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION

Applicant Name: _____

Phone Number: _____ Email: _____

Business Name: _____

Business Address: _____

Property Owner Name: _____

Describe Project Scope: _____

Project Budget: List individual project elements (e.g. awning, lights, sign, painting of trim, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total: \$ _____

Required Attachments:

- Photographs of existing façade
- Written authorization from property owner (if tenant is the applicant)
- Bids, estimates, contracts, and/or design drawings, if appropriate

Have you checked with the Building & Zoning Office to determine if permits are needed?

- Yes
- No, but I will check with them prior to the start of any work

Applicant's Certification

The applicant has reviewed the grant application materials and downtown design guidelines. The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant through the City of New Richmond Downtown Façade Improvement Grant Program, and is true and complete to the best of the applicant's knowledge and belief.

Signature: _____ Date: _____