

GALESBURG DOWNTOWN GRANT PROGRAM

(DRAFT 11/4/2022)

PURPOSE: The Galesburg Downtown Council (GDC) Grant Program has been designed to encourage improvements that are architecturally appropriate to the period in which the building was originally constructed. It is believed these improvements may promote the attraction and retention of business operations and enhance the interest in visiting the downtown area.

QUALIFYING STRUCTURES: Qualifying structures include single purpose retail and office buildings, and mixed-use buildings containing combinations of retail, office, and residential apartments. Structures that are wholly residential shall not qualify. Properties must be within a geographically defined area, known as the Downtown Area (see Appendix B). Building owners, and tenants with written consent of the owner to participate in the program, are eligible to apply.

FUNDING LIMITATIONS:

- Total project cost a maximum of \$20,000.
- The GDC is willing to participate in a reimbursement of 50% of the total project cost, up to a maximum of \$10,000, subject to availability of funds.
- Each property is eligible for 1 grant reimbursement every 3 years. If there is a new property owner within 3 years of a previous grant on the property, they may apply if it is a different project that does not remove items approved under the previous grant.
- Applicant may also be applying for a City Façade Grant where GDC Grant is for the following eligible activities.

PREVAILING WAGE: The Illinois Prevailing Wage Act requires all laborers, workers and mechanics employed by contractors and subcontractors on publicly funded projects earn fair wages and benefits based on the “prevailing wage” for similar work performed in the area. The prevailing wage rate is determined by the Illinois Department of Labor. Contractors must comply with provisions of the Illinois Prevailing Wage Act, which requires certain language pertaining to prevailing wage be inserted into subcontracts.

ELIGIBLE ACTIVITIES: Eligible activities may involve the following:

- **STOREFRONTS:** Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and windows, and display lighting.
- **SIGNAGE:** Maintenance, repair, removal, and/or replacement; lighting. (Note: The Review Committee reserves the right to recommend alternative styles, colors, etc., and to approval/deny signs that they feel to do not complement the style of the building or the aesthetics of the downtown streetscape).
- **PAINTING:** Surface preparation, cleaning and painting (no painting of unpainted brick).
- **AWNINGS:** Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear, as determined by the Facade Committee. (Note: The Facade Committee reserves the right to recommend alternative styles, colors, materials, etc., and to approval/deny awnings that they feel to do not complement the style of the building or the aesthetics of the streetscape).
- **PROFESSIONAL DESIGN SERVICES:** Architectural and Structural Engineering services from an Illinois licensed design professional.

INELIGIBLE ACTIVITIES: Specifically, ineligible activities include the following types:

- Expenses not directly related to the facade, including (but not limited to): Interior renovations, heating and air conditioning, plumbing, electrical work other than that required for exterior lighting or signage.
- Removal of architectural details or covering of stable architectural details
- Parking lot paving or sidewalks
- Installation of seasonal planting or seasonal landscaping
- Refinancing existing debt and non-fixed improvements
- Roof repairs
- Art installations or murals.
- Any project started prior to the signing of the GDC grant agreement except for architectural fees as recommended by the facade committee by city council
- “Sweat equity” work performed by the applicant, family members of the applicant or employees of the applicant, unless the work is done as an agent of a construction company which has provided a quote included in the original application and recommended for approval by the FAC and approved by City Council. General construction oversight and project administration work performed by the applicant, family members of the applicant or employees of the applicant are not eligible.
- Design elements changed during the project in which the applicant did not seek review and approval of the Façade Committee will not be reimbursed.

GRANT PROCEDURE

GRANT APPLICATION SUBMISSION: Submit a facade application and provide all required attachments. Incomplete applications will not be considered, and in fact, should not be submitted. If applications are complete, it will be placed on the agenda for the next regularly scheduled meeting of the Facade Committee.

REVIEW OF GRANT APPLICATION: The Facade Committee is made up of members of the Galesburg Downtown Council Board of Directors. The Committee will review applications and make a recommendation to the GDC Board of Directors.

FINAL REVIEW BY GDC BOARD OF DIRECTORS: Recommendations of the Facade Committee, and Galesburg Landmark Commission when applicable, will be forwarded to the GDC Board for final review and decision.

FACADE GRANT AGREEMENT AND CONSTRUCTION: If the grant request is approved by GDC

Board, the applicant and the GDC shall sign a Facade Grant Agreement. Improvements must be initiated within one-hundred-eighty (180) calendar days and completed within one-year after executing of the Facade Grant Agreement. Extensions may be granted at the discretion of the Director for documented just cause, such as: delays caused by acts of God, riots, unusual weather delays, labor strike and unanticipated unavailability of necessary materials.

MODIFICATION OF APPROVED PLANS: If the applicant is unable to substantially adhere to the work as described in the application, work should be halted as soon as is reasonable and the Façade Committee Chair should be informed immediately. Work should not be resumed until the Facade Commission has had time to review the changes and the GDC Board has approved an updated plan to accommodate any changes.

GRANT REIMBURSEMENT PROCESS

REQUEST FOR REIMBURSEMENT: Upon completion of the project, provide the following documentation:

1. Provide a letter requesting reimbursement.
2. Gather all paid receipts for the eligible project costs, including proof of payment (i.e. canceled check, vendor receipt, etc.)
3. Provide a spreadsheet showing a breakdown of costs associated with the project showing all amounts paid to date and any amount due and unpaid to each contractor and/or subcontractor
4. Lien Waivers from each material dealer, contractor and subcontractor who has done work or has furnished materials for the Project
5. Take photographs of completed project
6. A request for reimbursement shall be submitted to the GDC Façade Committee chair at the end of the project or for each pay period that occurs during the project.

DISBURSEMENT: Facade Grant reimbursements, to the maximum extent possible, will be made within 30 business days. Only approved expenses will be reimbursed.

ADDITIONAL COMMENTS: No funds will be dispersed without the above-mentioned documents. No funds will be disbursed if completed work does not accurately reflect the Project as submitted for approval by the Facade Committee and/or GDC Board of Directors. No funds will be disbursed if the work which requires permits were not issued. No funds will be disbursed if the Project does not meet all applicable codes.

Grant Impact on Tax Liability: In most cases, a business grant will be considered taxable income. Please consult with your tax professional to be aware of any responsibilities you may incur by accepting a grant.