

Main Street West Memphis, West Memphis, Arkansas
District Building Exterior Restoration
Mini-Grant Program Guidelines

Purpose and Objectives:

The restoration of commercial building exteriors is an important component of the revitalization of our Main Street district. It is Main Street West Memphis' wish to work closely with district businesses and building owners to offer technical and financial assistance to ensure that, to the greatest extent feasible, our significant architectural heritage is preserved or "rescued" from inappropriate "modernizations" and that the distinctive, original architectural features of our buildings are maintained, reconstructed and rehabilitated.

A portion of the Main Street West Memphis (MSWM) locally donated funds has been set aside for matching grants to property owners who wish to make exterior¹ improvements to their buildings. The ***Mini-Grant Program*** allocates up to \$1000 per building on a maximum 50/50 matching basis for façade improvements. Eligible projects could include façade repairs of wood windows; removal of façade panels or screens; restoration of storefronts and architectural elements; addition/repair of awnings, canopies, or marquees; masonry restoration, exterior painting, etc. The ***Mini-Grant Program*** does not allocate grant funds for interior improvements.

Definitions:

Active Member: Only those Main Street West Memphis businesses that are active and current in their membership to the local program are eligible to receive assistance and services. Required membership for Main Street businesses is \$100.00.

Eligible Costs: Costs of approved work. Eligible costs include repair/replacement of wood windows and doors; removal of façade panels or screens; restoration of storefronts and architectural elements; addition/repair of awnings, canopies, or marquees; masonry restoration, exterior painting, etc.

Grantee: The individual(s) receiving the grant (tenant or building owner).

Grantor: Main Street West Memphis, Inc.(MSWM)

Restoration: Work that is to be undertaken to restore a building's exterior, to the extent feasible, to its original appearance.

Project: Restoration of one of more exterior building elevations, undertaken in one or more phases.

Program Description:

Mini-Grant Program: MSWM will grant up to \$1,000 per district applicant, per year to defray the costs of fees for exterior restoration projects.

Program Eligibility Requirements:

- The grantee must control the property through one of the following mechanisms:
 1. Property ownership
 2. Contract purchase with title holder approval
 3. Lease with property owner's approval
- Approval obtained from Main Street Design Committee. The grantee must also obtain approval from Planning and Development's Permit Office, if required by the extent of the work proposed.
- Grantee must be Main Street West Memphis "member-in-good-standing" for at least one full year prior to submission of grant application as evidenced by annual membership dues.

Program Application Requirements:

No application can be considered without all the following documentation.

- Completed program application and required documentation to MSWM **prior** to commencement of project.
- Narrative description of restoration work to be performed
- Evidence of ownership of owner's permission:
 1. Building owner---deed, title insurance policy, trust documents, etc.
 2. Contract purchaser---sales contract and letter from owner giving permission to undertake the project
 3. Tenant---letter from owner giving permission to undertake the project
- Scaled drawings of the proposed restoration, along with fabric, material, and color samples
- Photographs/drawings of project area

Review and Approval Process:

- All proposed exterior improvement applicants seeking assistance from the **Mini-Grant Program** must see and receive approval **prior** to commencement of intended project for which assistance is applied. Applicants shall present an estimate, description, intended scope of project, along with photographs of project area, to Main Street's Executive Director for administrative purposes and presentation to the Design Committee.
- The Design Committee makes all Mini-Grant funding decisions.
- The Design Committee will not consider request for funding without all required documentation. Grant applicants are encouraged to meet as frequently as necessary with Executive Director or appropriate Planning

and Development personnel to ask questions, and work out any problems before the project proposal is formally submitted for review.

- The decision of the Design Committee is final as there is no process for appeal.
- Any permits and licenses required by city ordinance shall be obtained from Planning and Development's Permit Office prior to the onset of work and is the sole responsibility of the contractor.
- All contractors shall have a current license on file with the City of West Memphis' Planning and Development.
- Any Main Street assistance is subject to the existence of sufficient funds in each year's budget.

Administration of the Mini-Grant Program:

- For the *Mini-Grant Program*, a formal, written contract must be executed between the grantee and the licensed contractor. Disbursements of approved funds will be paid to the order of the grantee based on paid invoices by the grantee to the contractor as submitted to the Executive, Director, Falsification of any required documentation shall result in full reimbursement of approved funds to MSWM, in addition to, any legal fees necessary to obtain said reimbursement.
- Approvals given for projects that do not proceed to construction within one year of approval will be denied payment of matching funds. The grantee is responsible for the payment of all fees to the contractor.
 1. MSWM, Inc. shall have no opposition to the disbursement of funds to the grantee provided:
 2. The work completed matches what was approved in the original grant application;
 3. The work completed passes all required inspections; and
 4. Waivers of lien and paid invoices can be produced to substantiate payment to contractor.
 5. All other eligibility, application, review and approval processes outlined above apply.

Any questions, concerns, inquiries, or correspondence regarding the matter of our Mini-Grant Program can be discussed or mailed to Leigh Ann Hastings, Executive Director, Main Street West Memphis, Inc., 205 South Redding, West Memphis, AR, 72301 or Po Box 2302, West Memphis, AR 72303. Phone: 870-735-8814 Fax: 870-732-7650