

# CITY OF EUDORA

## DOWNTOWN GRANT PROGRAM

Revised June 25, 2019

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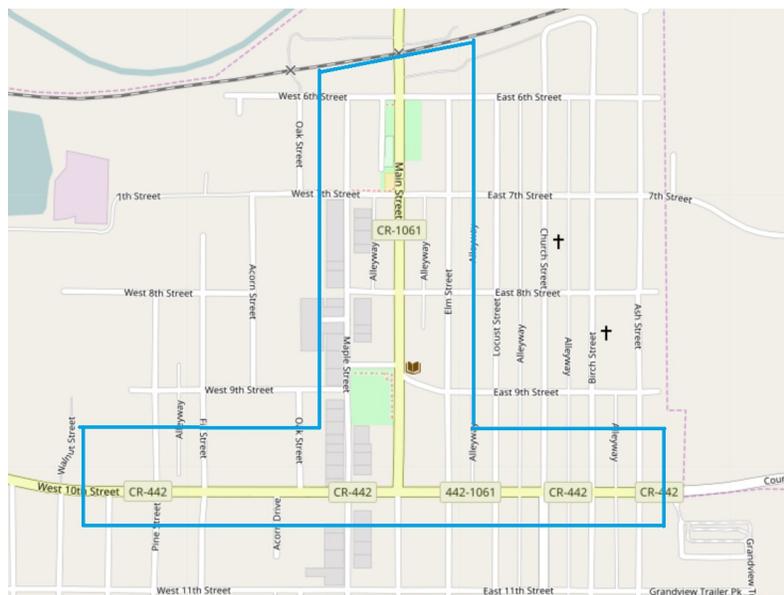
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### Section 1: OBJECTIVES.

The objective of the Downtown Grant program is to provide a cash incentive for private business owners to partner with the City of Eudora to achieve the objectives of the Economic Development Plan adopted in 2010. Specifically, the Downtown Grant program seeks to advance the objectives of chapters two, three, six, and seven of the Economic Development Plan.

### Section 2: ELIGIBILITY

Grant funds may be awarded to businesses or business owners submitting applications for commercial properties located within the area illustrated below:



Applicants must meet the following additional eligibility requirements:

- Business has been in operation for at least five years OR has received the written endorsement of the KU Small Business Development Center
- Applicant owns the property to be improved or has received the express written consent of the property owner
- Applicant is current and not delinquent on all City accounts
- Applicant and/or property receiving improvements has not been awarded a grant through this program within the immediately preceding three year period

Improvements must meet the following additional eligibility requirements:

- Improvements are a capital investment in the property; improvements cannot be for personal property (i.e. improvements will stay with the building and will not leave with its tenant)
- Improvements must be undertaken after the date of the grant award and after appropriate permits from the City have been obtained
- For facades, proposed improvement must enhance the surrounding area; for Main Street properties, improvements must complement the historic character of the area.

### **Section 3: AMOUNT OF GRANT AWARDS**

The intent of the Downtown Grant Program is to provide small, easily-accessible grant funds to businesses seeking to improve the attractiveness of downtown or add or expand private businesses to downtown. Grant awards shall not exceed \$7,500. Grant funding is allocated by the City Commission during the regular budget process.

### **Section 4: APPLICATION PROCESS**

Grant applications will be accepted on a revolving basis and are considered on a first-come, first-serve basis. The intent is to expend all funds budgeted for the Downtown Grant Program within the fiscal year. Applicants will complete an application and should schedule a preliminary meeting with the City Manager's Office prior to submission. Applications will be reviewed and recommendations made to the City Commission within two to four weeks of receiving an application.

Applications should be submitted to:

City of Eudora  
4 E. 7<sup>th</sup> Street  
P.O. BOX 650  
Eudora, Kansas 66025

### **Section 5: APPROVAL PROCESS**

All grant awards shall be approved by the City Commission at a regularly scheduled business meeting.

### **Section 6: FUNDING DISBURSEMENT**

Grant funds will be disbursed upon the City receiving invoices for the goods, materials, or services required to complete the grant project. After receiving invoices and proof of completion of the project, the City will disperse grant funds to the applicant, contractors, or businesses as required. All projects must be completed within the calendar year of grant approval. The City reserves the right to deny reimbursement of any receipts received after December 31<sup>st</sup> of the grant year.

## **Section 7: PROVISIONS**

- A. Grants will be subject to reduction or rescission based upon:
  - 1. Submission of a fraudulent or inaccurate application.
  - 2. Applicant's failure to submit any required supporting information required by the City.
  - 3. The applicant's failure to complete the granted project.
- B. No grant award by the City shall be transferred by an applicant to a third party without City Commission review and approval. The City shall be notified by the business of any substantive change in the use of property receiving an incentive.
- C. City staff shall develop internal procedures for consideration of the grants. Such procedures shall be approved, and amended when appropriate, by the City Manager.
- D. The award by the City of a grant is subject to approval by the City Commission, the appropriation of funds by the City Commission, and the limitations of applicable law, including but not limited to the Kansas budget laws and cash-basis laws, as amended. If funds are not appropriated for the purposes of any grant, then grant or application approval notwithstanding, the City shall have no obligation to make grant funds available to any applicant. The City shall have absolute discretion in awarding grant funds, if any, and may award funds to those projects which, in the sole opinion of the City, will be most advantageous to the City with respect to the grant criteria described herein.

## **Section 8: CRITERIA**

Grant awards will be used to improve the attractiveness of downtown Eudora and add or expand private businesses in downtown Eudora. Priority will be given to applications which further the efforts of the City's 2010 Economic Development Plan and which result in retention and expansion of existing businesses. The criteria for awarding downtown grants are listed in table A below.

**Table A: DOWNTOWN EUDORA GRANT PROGRAM  
CRITERIA & SCORING**

<b>25 points</b>	<b>Does the proposed project enhance downtown Eudora?</b>	5	Do the proposed improvements enhance the exterior of the property?
		5	Do the proposed improvements add value to the property?
		5	Are the proposed improvements such that future property tenants would benefit from them?
		5	Do the proposed improvements enhance the efficiency of resource consumption of the property?
		5	Do the proposed improvements address City Code or ADA violations?
<b>25 points</b>	<b>Does the grant application add or expand private business in downtown Eudora</b>	10	Is the applicant business new to downtown Eudora?
		15	Is the applicant business expanding existing operations in downtown Eudora?
<b>50 points</b>	<b>Does the grant application include matching funds?</b>	50	Yes
		0	No