



## STOREFRONT BEAUTIFICATION GRANT 2015

### *Guidelines and Requirements*

The Brooklyn Chamber Business Grant Program (BBGP) assists property owners and/or business tenants in Brooklyn, which are current chamber members, with making façade improvements and/or corrections of building exteriors. These improvements lead to revitalized commercial areas.

#### **AVAILABILITY OF FUNDS**

The Brooklyn Chamber of Commerce realizes the value of actively working with community leaders, property owners and business tenants to reinvigorate the City of Brooklyn. Therefore, the BBGP offers property owners and business tenants a rebate for eligible costs associated with rehabilitating their storefronts.

- Businesses located in Brooklyn, and are current chamber members, may receive up to \$500 per project.
- Up to four grants are available (limit 1 per business)

#### **APPLICATION**

An application must be obtained from the Brooklyn Chamber of Commerce. Applications will be accepted until **April 30, 2015**. The Executive Director will work with the applicant to meet city and program conditions that are required for a commitment of funds. The Executive Director will notify applicant after the Chamber Board has approved the application.

#### **ELIGIBILITY REQUIREMENTS:**

- Building **MUST** be located in Brooklyn and **MUST** be a chamber member in good standing
- Business **MUST** provide a service and/or sell a retail product to general public.
- Individual business tenant may be located in a shopping plaza.
- Business tenant **MUST** have written approval from the property owner for all improvements.
- Shopping plazas **LESS THAN** 10,000 square ft. are eligible **ONLY** if the project is for improvements across the entire façade of the building.
- Building **MUST** have the basic American with Disabilities Act (ADA) compliance as required by state law or the planned BBGP improvements will correct violations.
- Building **MUST NOT** have any active code violations or the planned BBGP improvements must correct the violations.
- Property owner **MUST** be financially current on all county taxes prior to submission of the application.
- Rehabilitation of building façade must be visible from the street facing the building.
- **Eligible Projects:**
  - ✓ Signage
  - ✓ Awnings
  - ✓ Windows/ Doors
  - ✓ Entryways
  - ✓ Painting or Cleaning
  - ✓ Lighting
  - ✓ ADA-Compliant Access
  - ✓ Exterior (visible) Code Violations
  - ✓ The following repairs are allowed **ONLY** if they are in addition to work that directly affects the façade
    - ✓ Landscaping
    - ✓ Fencing (must be visible from the street)
    - ✓ Seal coating and re-stripping parking lots and driveways (must be visible from the street)

#### **EXCLUSIONS**

- Chain Business: an entity that cannot be purchased by an individual, but can be managed by an individual under the authority of a corporation. **Examples include banks, hotels, grocery and department stores.**
- New construction
- Residential properties



- Properties owned or occupied by a public agency
- Educational institutions (public, private or charter)
- Developers or leasing agents
- Commercial/ industrial businesses, warehouses, manufacturers
- Business offices/ professional services

### **APPROVALS**

Applicant is responsible for obtaining necessary approvals including city sign and design standards, building codes and building permits. Approval of all city requirements is the responsibility of the applicant prior to submission to the Brooklyn Chamber of Commerce. The Brooklyn Chamber of Commerce Board then determines eligibility of the proposed project and ensures all conditions are met prior to final approval.

### **GENERAL CONDITIONS**

- Any improvements made prior to the submission and approval of a BBGP application are ineligible.
- All projects **MUST** be completed within ninety (90) days of approval by the chamber, or risk forfeiture (please inform chamber of any extenuating circumstances for consideration of extension).
- A new business **MUST** submit a copy of a lease agreement or proof of ownership of the property.
- Applicants who choose to complete the project themselves or have the project completed by their own company will be required to pay for all labor cost associated with the project.
- Developer fees are ineligible project costs.
- Only one rebate shall be awarded per building or business.
- Completed project cost **MUST NOT** exceed estimated project budget.
- The Brooklyn Chamber of Commerce will only rebate applicants after the project is complete and all vendors have been **PAID IN FULL**.

### **APPLICATION PROCESS:**

Applications and Final Reports can be e-mailed or mailed to the Executive Director of the Chamber of Commerce: [exec@brooklynohiochamber.org](mailto:exec@brooklynohiochamber.org) or PO Box 44038, Brooklyn, OH 44144

- 1) A complete application must include:
  - a) Photos of the existing façade
  - b) Itemized list of work to be completed
- 2) City official must provide an inspection report/approval
- 3) Once an application has been reviewed and approved by the Brooklyn Chamber of Commerce and the Executive Director, email notification will be sent to the board. The Executive Director will then notify the applicant that he/she may proceed with the project.

### **FINAL REPORT/REBATE PROCESS**

Under no circumstance will a rebate be disbursed prior to the completion and final review of the project. Prior to a Final Report being submitted to the Brooklyn Chamber of Commerce and by the Executive Director, all completed work must be reviewed and approved for compliance with city requirements.

- 1) A complete final report must include:
  - a) Copies of paid invoices and canceled checks (**if payment is made in cash, a cash receipt is required**)
  - b) Itemized list of completed work
  - c) Photos of the completed façade improvements
  - d) A completed and signed contract
- 2) The Brooklyn Chamber of Commerce will review the final report (with related documentation)
- 3) **Rebate checks are mailed to the applicant directly from the office of the Brooklyn Chamber of Commerce in 4-6 weeks.**

**\*\*APPLICATION DEADLINE IS APRIL 30, 2015\*\***