



**MAINTENANCE AND REPAIR GRANT**  
**Uptown Business Improvement District**  
May 2022

**Purpose:**

The Uptown BID's 1:1 matching grant program is established as an incentive for critical exterior maintenance and repairs of commercial buildings within the Business Improvement District (BID).

**Eligible Applicants:**

The program makes available a business development incentive to commercial building owners, leaseholders and developers within the District.

**Ineligible Project Costs:**

- Work begun before grant approval.
- Building permits, government approvals and taxes.
- Grant will not reimburse for labor if self-contracted. Material costs and labor costs of employees are eligible, if the number of hours worked, rate of pay and employees' social security numbers are provided.

**Ineligible Properties:**

Properties that are exclusively residential, tax-exempt, in litigation/condemnation/receivership, holding outstanding fees/penalties/delinquencies to governments, in violation of Racine licensing or not located within the boundaries of the District.

**Provides:**

Maximum Grant Award: \$1,000 and projects must be completed within 120 days of award. Minimum Grant Award: \$500. This is a one time Grant for the year submitted.

Allowable expenses include:

- Exterior restoration and painting.
- Window and door repair or restoration.
- Masonry repairs visible from the public right of way.

**Award of Grant:**

The grant will be awarded as a reimbursement after documentation of project completion is provided. The grant will be limited to 50% of eligible costs, not to exceed \$1,000.

### **Grant Application Process:**

Complete the application and send it to: [uptownracinebid@gmail.com](mailto:uptownracinebid@gmail.com)

The Grant application must be submitted, with all required documentation, by the first of the month to be included on that month's agenda.

- Grant applications will be reviewed by the Uptown Business Improvement District board at their regularly scheduled meetings.
- Applicants should prepare to attend the Uptown BID meeting to speak to their application.
- Work should not begin until after the Uptown BID board approval has been provided.

### **Application Contents:**

- Completed application form
- Photos of existing conditions
- Permit Applications, if required
- Samples of materials to be used.
- A minimum of two (2) competitive bids. Bids should include detailed cost information and schedules to begin and complete work.
- If the applicant is not the property owner, the application must include the Written Consent of Property Owner.
- If project is self-contracted and labor costs are requested for employees, include hours worked, rate of pay, and employee social security number, for each employee involved, on a separate sheet of paper, sealed within an envelope.

## Written Consent of Property Owner

I certify that I am aware of the attached application for the Uptown Business Improvement District Maintenance and Repairs Grant, submitted for property that I own, by a developer or leaseholder.

I give my permission to the applicant, if a lessee or developer, to apply for the grant.

I consent to the improvements proposed for my building and will accept responsibility for any permit or code violations that arise from the proposed improvements.

I certify that the subject property does not have any outstanding fees, penalties, or delinquencies with local units of government (County, City of Racine).

I certify that the subject property is not in foreclosure, litigation, condemnation or receivership.

I certify that this property is not tax exempt and is current on property taxes.

I acknowledge that the applicant will receive the grant reimbursement and that reimbursement will be made after improvements have been inspected and proper documentation has been provided to the Uptown Business Improvement District board.

Name of Property Owner: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**MAINTENANCE AND REPAIR GRANT APPLICATION**  
**UPTOWN BUSINESS IMPROVEMENT DISTRICT**

**Applicant/Project Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Business or Leaseholder Information**

Name of business: \_\_\_\_\_

Business Owner's/Leaseholder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Years Owned Building: \_\_\_\_\_

Age of Building: \_\_\_\_\_

**Proposed Improvements (describe in detail)**

**Estimated Project Costs (detail of cost, separate labor and materials)**

**Project Schedule (construction begin, end, and lease-up dates) Applicant Certification**

I have read the grant program guidelines. If the application is approved, I will make the exterior improvements described in this application, consistent with City Building Codes, and will complete the work within 120 days of approval.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_