



**VILLAGE OF WESTON, WI
SMALL IMPROVEMENT PROJECT
ECONOMIC DEVELOPMENT GRANT PROGRAM GUIDELINES**

The purpose of the Small Improvement Project Economic Development Grant Program is to encourage expansions to and visible upgrading of the exteriors of existing non-residential buildings. Eligible projects must produce visible improvements to building facades and/or other significant benefits to the Village. Projects within the Village's Tax Increment Districts (TIDs) are eligible; projects not within the TIDs may be eligible subject to the availability of funds.

The program provides funding for projects that will help maintain and enhance the overall attractiveness and commercial viability of the Village; as well as supporting the health and growth of individual businesses. It is also the Village Board's intent to support projects which meet Village comprehensive plan vision and goals and specific sustainable qualities and characteristics.

General Requirements

1. The Small Improvement Project Economic Development Grant Program applies to exterior facades, and architectural features of non-residential properties visible from the public right of way, to building expansions, and to other similar projects at the discretion of the Village.
2. Projects shall be completed within one (1) year of the grant approval date. The Village may allow completion extensions upon request of the applicant due to extenuating circumstances. The Village reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable Village zoning and other development requirements.
4. Projects shall be consistent with and further the stated vision, goals and objectives of the TID Project Plan(s) and the Village Comprehensive Plan, including the County Road X and Scofield Avenue Corridor Plans if applicable.
5. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Village.
6. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.

7. Business must maintain the improvements for a period of five (5) years.
If any business removes the improvements funded through the grant program for any reason within 5 years of receiving the grant, the business owner must repay the entire grant award in full within 30 days of removal.
8. Work already completed before the grant approval date is not eligible.
9. Priority will be given to contiguous properties applying at the same time.
10. This is a reimbursable program. No funds will be awarded prior to completion of the project or pre-approved phases of the project.
11. Funding will be considered within the limits of grant funds the Village Board has made available.
12. No funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.
13. Applicants who are delinquent with their property or personal property tax or have outstanding municipal code violations are not eligible until said issues are resolved.
14. Minor changes to the project will require submittal and approval by the Village Director of Planning and Development. Significant project changes, as determined by the Village Director of Planning and Development, will require approval of the Village Board.
15. The owner/applicant is responsible for verifying the project is being constructed within the bounds of the intended property. (Property lines may need to be verified at the applicant's cost.)
16. Funding will be offered only if a binding agreement is executed between the entity requesting the funding and the Village. Each such agreement will be designed to assure completion of the project for which funding support is provided. Building expansion projects may require guarantee of reimbursement of Village funding through future property tax increment or otherwise.

Grant Eligible Improvements: Grant eligible façade improvement projects must provide a more attractive appearance to the building, be easily seen from a public street, or be a building expansion. The Village reserves the right to support other similar projects through this program. The maximum grant amount is \$10,000; however, an exceptional project may be considered for additional funding subject to approval by the Village Board. Additional funding information is on page 4.

Non-Eligible Improvements

- Interior improvements.

- Purchase of property.
- Construction of a new building.
- Fixtures and equipment.
- Removal without replacement of architecturally significant features and design elements.
- Any project that the Village determines is not consistent with the TID project plan or the Village Comprehensive Plan.
- Sidewalk repairs, unless necessitated by eligible façade improvements.
- Correction of code violations.
- Any roof repair or replacements.
- Signs
- Other activities as designated by the Village Board.

Submittal Requirements

1. Program application completed and signed.
2. Design documents delineating the extent of work to be done.
3. Plans, professionally drawn, stamped by a licensed architect in the state of Wisconsin, and including the type, quality, and color of materials.
4. A state certified contractor must be used to complete the project.
5. A detailed cost estimate.
6. For building expansion projects, an estimate of total project value for property taxation purposes, verified by the manufacturing property assessor for the Wisconsin Department of Revenue for manufacturing buildings or the Village's assessor for other buildings.
7. Photographs of existing building demonstrating need for the project.
8. If the applying business is not the building owner, written property owner consent and proof of a signed, written lease agreement for a period of no less than one year at the time of application.
9. If the applying business is the building owner, proof of ownership for the building or property.

Funding Availability

Funds will be awarded for Grant Eligible Improvements subject to availability. The property owner/business is expected to contribute a minimum of 50% of the project cost. \$10,000 is the maximum amount awarded per project by the Village. Each grant application will normally be considered and, if warranted, approved by the Village Board, though the Village Board may authorize a grant exceeding \$10,000 if the project provides exceptional benefits relative to the goals of the program.

Projects dependent on creating a tax increment within a Village TID will be evaluated based on the total tax rate for all taxing jurisdictions. Projects not eligible for TID assistance will be evaluated based on the Village of Weston's component of the tax rate.

Grants may be awarded only if the Village has adequate funds available for this program and considering the location of a project within or outside of a TID. The grant program will expire when the allocated TID project plan funds or other earmarked funds have been

spent unless additional funding has been authorized by the Village Board, when the allowable TID expenditure period has expired, or when the Village Board chooses to eliminate or amend the program.

Each business approved for a grant will provide itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the grant program to the Village Director of Planning and Development or designee. After the Village Board approves the reimbursement claim, the Village Treasurer will forward the payment directly to the contractor for outstanding bills eligible for payment, except as otherwise provided in a written agreement between the Village and applicant. Any remaining funds owed for invoices already paid by applicant shall be reimbursed directly to the applicant.

For further information on the Small Improvement Project Economic Development Grant Program please contact the Village Director of Planning and Development, Jennifer Higgins at (715) 241-2638 or email jhiggins@westonwi.gov.

**VILLAGE OF WESTON, WISCONSIN
SMALL IMPROVEMENT PROJECT
ECONOMIC DEVELOPMENT GRANT APPLICATION FORM
FOR CONSIDERATION**

Applicant Name: _____

Business Name: _____

Address: _____

Business Phone: _____ Alternate Phone: _____

Email: _____ Fax: _____

I am the (Circle one) of the business property: *Property Owner* or *Tenant*

If you are a tenant, please provide a written consent letter from the property owner, lease agreement, and complete the following information on the property owner.

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

When does the lease expire? _____

If you are the property owner, please provide proof of ownership.

Project Information

Please submit a contractor's work proposal narrative, detailed cost estimate, and illustration with dimensions. Please briefly describe your project below.

Description of Project:

Estimated cost (Contractor quote): _____

Anticipated start date of project: _____

Anticipated completion date of project: _____

Improvement Program Rules

Please initial each line after reading, understanding and agreeing to same:

Applicants must pay for a minimum of 50% of the project costs for projects where a grant is awarded. The maximum grant award shall not exceed \$10,000, unless additional funds have been approved for an exceptional project.

If a business removes improvements funded by the grant program within 5 years of receiving grant money, the grant must be repaid in full within 30 days of removal.

Applicants must receive a Notice to Proceed and secure all necessary permits before work may begin.

I have received the “Small Improvement Project Program Guidelines” _____

Applicant Signature

Date

Please submit all paperwork to: Jennifer Higgins
Director of Planning and Development
4747 Camp Phillips Road
Weston, WI 54476

Phone: (715) 241-2638
Email: jhiggins@westonwi.gov
Website: www.westonwi.gov

Non-Discrimination Statement - *The Village of Weston does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*