



KIRBY BUSINESS IMPROVEMENT GRANT (KBIG) PROGRAM GUIDELINES

PROGRAM OBJECTIVES

The City of Kirby Economic Development Committee's Mission is to work with and be available to commercial property owners in an effort to sustain, grow and enhance the community. The City believes that the Kirby Business Improvement Grant Program serves a public purpose and economic development benefit of improving the appearance and functionality of commercial properties. The City wishes to maintain and improve the quality of life for its citizens by fostering economically viable commercial properties. In order to reach this goal, the City of Kirby has established a Kirby Business Improvement Grant (KBIG) Program. The objective of this grant is to provide assistance to those property and business owners who are seeking to renovate or restore building appearance.

FINANCIAL ASSISTANCE

Participants may receive a grant with a maximum reimbursement of \$1500 toward the total project cost. Each property or business owner will contribute at least 20%; the Kirby Business Improvement Grant will contribute no more than 80%. For example, if the total project cost is \$1500 the grant will reimburse \$1200. If the total project cost is less than \$1500, the grant will reimburse 80% of what was spent on the project. The number of grants awarded each year will depend on the availability of funds and the approval of City Council to continue this program. Applications are limited to one annually per property owner.

Current members of the Kirby Economic Development Committee may not apply.

ELIGIBILITY

The project must improve the overall appearance of the property.

Commercial properties must be up to date on all municipal taxes and fees prior to participation in the program.

Commercial properties must comply with State and Local code requirements.

INELIGIBLE IMPROVEMENTS

Projects, which are underway or started prior to an executed agreement, are NOT eligible to participate in the Kirby Business Improvement Grant Program.

ELIGIBLE	INELIGIBLE
Masonry facades (excluding hardy plank) Awnings Main entrance doors Windows Exterior Painting Signage (if part of a larger project)	Interior Improvements Roof repair, not visible from street Removal of original or architecturally Important features Addition to part of the building Landscaping Parking lots

PROCEDURE

The application process is below:

1. Property or Business Owner should schedule a meeting with City Manager to discuss project guidelines.
2. Property or Business Owner turns a completed application in to the City Manager at City Hall, 112 Bauman Street, that includes a complete project description, project rendering, cost estimate (two estimates are encouraged), and current photos of the property.
3. The Economic Development Committee will determine eligibility and make a recommendation for approval or disapproval during a regular scheduled meeting. Applicants and Public will be invited to attend the meeting.
4. The City Manager will send a letter informing applicant of project approval and availability of funds or project disapproval.
5. Applicants must obtain all necessary permits and meet all current State and Local code requirements.
6. Project must commence within 30 days of the date of letter.
7. Any changes to the project scope must be submitted to the Economic Development Committee for approval in advance of the change.
8. Upon completion, project must pass all necessary City of Kirby inspections to include a review by the City Manager to ensure compliance with the approved project scope.
9. Applicant submits photos of completed work and costs documentation (paid invoices, receipts, etc.) to the City Manager for reimbursement.
10. Upon approval, The City of Kirby issues a check to applicant within five (5) business days for no more than 80% of the expenditure and not to exceed \$1500 as approved by the Committee.

CITY OF KIRBY BUSINESS IMPROVEMENT GRANT APPLICATION

Applications will be accepted year around depending on availability of funding

Date: _____

Applicant Information

Applicant's Name: _____

Mailing Address: _____

Business Federal Tax ID Number: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Status of applicant (please check one)

___ Property owner with vacant facility

___ Property owner with tenant business

___ Property owner/operator of existing business on property

___ Business owner/leasing tenant

Owner of property is a/an (please check one)

___ Individual

___ Partnership (attach copy of Partnership Agreement)

___ Corporation/Profit (attach copy of Articles of Incorporation)

___ Corporation/Non-profit (attach list of officers and directors)

___ Trust (attach copy of Trust Agreement)

___ Other Explain _____

Length of ownership: _____ Date purchased: _____

Property Information

Address of property to be improved:

Legal description of subject property: _____

Zoning: _____

Tax Assessor Parcel Number (s): _____

Year built: _____ Square footage: _____

Is this a National Register building? Yes _____ No _____

Is this a Local Landmark building? Yes _____ No _____

Name and phone number of current tenant(s), if different than applicant: _____

Planned use for building after improvements are made: _____

Project Description – please provide a detailed description of the proposed business improvement project for your building:

PROJECT TIME FRAME

Estimated Start Date: _____

Estimated Completion Date: _____

Please submit this completed application along with the following documentation:

1. Photograph of building exterior.
2. Drawings and/or renderings accurately depicting the extent of the proposed work.
3. Brief history of the building and any previous improvement work done to the building that you are aware of.
4. What is the assessed property value?
5. Name of mortgage holder (bank)?
6. What is the balance on the mortgage?
7. Do you own any other business or real estate? If so, please list addresses?
8. Property owner's letter of authorization (if leasing tenant is applicant)

CITY OF KIRBY BUSINESS IMPROVEMENT GRANT PROGRAM
APPLICATION AGREEMENT FORM

I have met with the City Manager and I fully understand the procedures established by the City of Kirby and the Economic Development Committee and intend to use this grant for the aforementioned exterior renovation project.

I have read the Kirby Business Improvement Grant Application guidelines and understand them fully.

I understand that, if I am granted a Kirby Business Improvement Grant by the City of Kirby, any deviation from this agreement may result in the withdrawal of the Incentive Grant.

I understand that the Kirby Business Improvement Grant will be administered as reimbursements once the project has been completed as agreed upon and proper documentation shown for work completed and paid for.

I understand the Kirby Business Improvement Grant will be given for no more than 80% of the total project expense I am applying for and will not exceed \$1500 per total project, per property owner, per year fiscal year (October 1 – September 30).

I understand that the Kirby Business Improvement Grant program will be administered until funds are depleted. All decisions of the City of Kirby are final, non-appealable, and not subject to judicial review.

I understand that the submittal of this application in no way guarantees me a grant from the City of Kirby. I understand that additional information may be requested as needed and I agree to provide it. The City of Kirby Economic Development Committee reserves the right to reject any and all applications at its sole discretion.

Signature of Applicant

Date

Received By

Date

EVALUATION FORM

Below is the evaluation criteria and point system that will be used to judge each of the submitted projects.

Evaluation Factor	Possible Points	Score
Professional Quality of Design	10	
Consistency of design with business activity	20	
Proposed improvements are sufficient to improve the aesthetics of the building	30	
Improvement of property will significantly impact the revitalization efforts of the City	40	
TOTAL SCORE RECIEVED	100	