

Newton Downtown Improvement Grant

Purpose: To assist property and business owners with building improvements that will enhance the downtown experience and community aesthetics while preserving the historic character of the buildings.

Eligibility: All commercial buildings and businesses in the Main Street District are eligible. The applicant must demonstrate ownership of the building or obtain written permission from the building owner.

All projects must meet the recommendations specified within the Downtown Historic District Design Guidelines as approved by the Newton City Council.

Program Activities:

- Sign or Sign Removal: Maximum award amount is \$750. A property or business may receive one award for sign removal and one award for new sign installation.
- Non-historic Façade Removal: Maximum award amount is \$2,000. A property or business may receive one award for non-historic façade removal.
- Façade Rehabilitation: Maximum award amount is \$5,000. May receive one award per street or alley façade.
- Painting or Paint Removal: Maximum award amount is \$1,500. A property or business may receive one award for paint removal and one award for painting.
- New Awning or Awning Removal: Maximum award amount is \$2,500. A property or business may receive one award for awning removal and one award for new awning.
- Architectural fees: Maximum award amount: 7.5% of the total project costs, not to exceed \$3,750. Architectural fees are only eligible for grant funds when the rehabilitation project's total cost equals or exceeds either 50% of the assessed building value (not including land value) or \$50,000, whichever is less. A property or business may receive one award for architectural fees.

Match Required: 1:1, Permit fees are not an eligible expense.

Application Process: Applicants must submit the Downtown District Grant Program Application and all required items stipulated within the Application Submittal Checklist. Applicants are strongly encouraged to schedule a consultation with the Main Street Iowa Design Specialists (this is a free service) prior to submitting an application. The Main Street Design Specialists can produce renderings that can be used in the application.

Review Process: A Downtown Grant Review Board will review the application against the program criteria. The Review Board will provide Newton City Council with a recommendation to Approve, Deny, or Approve with Conditions. The Application and Review Board's recommendation will be forwarded to Newton City Council for final decision. There is no appeal process. However, an applicant may resubmit an application an unlimited number of times.

Review Criteria: The Downtown Grant Review Board will use the following criteria in making their recommendation on grant awards.

- Compliance with the Downtown Historic District Design Guidelines
- Finding of no adverse impact on the historic character of the building (In certain cases, the Design Review Board may refer to and incorporate into the review process, National Park Service Historic Preservation Briefs)

If you are considering applying for grant funds, please contact the Newton Main Street office or the City of Newton Planning and Zoning office early on in your project planning process.

City of Newton Planning and Zoning
Erin Chambers
1700 N 4th Avenue W
Newton, Iowa
641-792-6622
erinc@newtongov.org

Newton Main Street
Andrew Bassman
113 1st Avenue W
Newton, Iowa
641-792-5545
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Submittal Checklist

Submittal Items to accompany application form :

- Summary of proposed project and all future renovation plans for the building. Also include in this summary description, a written statement that describes the proposed project and specifies how your proposed project meets the recommendations within the Downtown Historic District Design Guidelines for the City of Newton.

Topics to Cover: Is the proposed project a small part of a larger plan for the structure? Does the proposed project require additional preparation of the site? Will the proposed work impact any character defining features such as existing historic windows or decorative masonry?

- Breakdown of work components for the project, with costs

Example: Awning removal, repair of surface where awning was attached, and painting of repaired area.

- Drawings or Images illustrating the design of the proposed improvements, including:

Minimum of one exterior elevation showing work to be completed, Labels identifying features and proposed material to be used, Overall dimensions of façade(s) where work is being done and dimensions of any proposed signs, Date of Preparation. Please include property address on each illustration.

- Color photograph(s) showing the existing condition of the building.
- Any additional images or information requested by the Grant Review Board

The members of the Grant Review Board may make a site visit to your property to view the area of the proposed project.

| Downtown District Grant Programs Application | | |
|---|---|-----------|
| Applicant Information | | |
| Name: | | |
| Phone: | | |
| Address: | | |
| City: | State: | Zip Code: |
| E-mail: | | |
| (Circle One) | Owner | Tenant |
| Property Information | | |
| Business Name: | | |
| Business Address: | | |
| Description of Business/Property Use: | | |
| Property Owner (If not applicant): | | |
| Owner Address: | | |
| City: | State: | Zip Code: |
| E-mail: | | |
| Select Program (Circle) | | |
| Sign or Sign Removal | Up to \$750 granted to property owners for the removal of old signage or the installation of new signage. 1:1 Match Required. | |
| Non-Historic Façade Removal | Up to \$2,000 granted for property owners for the removal of a non-historic façade. 1:1 Match Required. | |
| Historic Façade Renovation | Up to \$5,000 granted from property owners for the rehabilitation and preservation of a historic façade. 1:1 Match Required. | |
| New Awning or Awning Removal | Up to \$2,500 granted for awning removal and/or new awning installation. 1:1 Match Required. | |
| Painting or Paint Removal | Up to \$1,500 granted for painting and/or paint removal. 1:1 Match Required. | |
| Architectural Fees | Up to 7.5% of the total project costs, not to exceed \$3,750. 1:1 Match Required. | |

I authorize the verification of the information provided on this form and have attached all required documentation as specified in the application materials. I also understand that my project may be used for marketing the program to other businesses. I acknowledge that I have read and agree to the program conditions outlined on the back of this form.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

Program Conditions and Terms of Agreement

- The applicant and property/business owner meets all eligibility criteria outlined in the Façade Grant Program
- No funds are approved for the proposed improvements until the applicant is notified in writing of grant award and meets all Program requirements. **Work completed prior to final approval is ineligible for funding.**
- Grant funds shall be disbursed only upon the satisfactory completion of the project in accordance with the approved plans for the project. It is the responsibility of the applicant to demonstrate that the project is satisfactorily complete.
- The work approved for the grant shall be completed within 1 year of the date of the award letter.
- Grant funds are only to be used for the scope of the project approved by Grant Review Board and the City of Newton.
- The applicant shall ensure that work is performed in a satisfactory manner, as determined by the City of Newton, conforming to the approved application, project budget, and project schedule.
- The applicant is responsible for meeting the match requirement. The applicant shall keep record of all applicable documents and receipts to substantiate that they are in conformance with this requirement.
- No changes to the approved project plans shall be made without prior consent from the City of Newton. The applicant must submit any changes to the project before the changed component of the project is completed.
- Upon completion of the project, the applicant must submit receipts for all of the work to the City of Newton Planning and Zoning Department for reimbursement.
- Upon completion of the project, the City of Newton will inspect the project. If the project is complete, a Certificate of Completion will be issued. A Certificate of Completion shall be issued prior to reimbursement.