

BUSINESS IMPROVEMENT DISTRICT GRANT APPLICATION

Applicant Name: _____

Business Name: _____

Property Owner: _____

(If different from applicant) *If applicant does not own the property, please attach a letter from the property owner expressing approval of the proposed project.*

Property Address: _____

Phone: _____

Email: _____

Please initial the following:

_____ I have read, initialed and agree to abide by the Business Improvement District guidelines provided to me and by the decision of the BID Property Committee.

_____ I understand all paid invoices, with proof of payment, must be submitted to the Administrator before grant funds will be released.

_____ I understand if paying for renovation expenses with cash, these will not be eligible for reimbursement as there is no proof of payment when paying with cash.

_____ I have verified that my business is located within the Business Improvement District.

_____ I have filled out the attached Form W-9 and will return it as part of this application.

Please furnish a brief project description and timeline.

Required Attachments:

- ☐ Paint color samples, if applicable. ☐ Copies of estimates for proposed work.
☐ Current photo of property. ☐ Architect/artist rendering (for façade reconstruction projects).

Estimated total project cost: \$ _____ Estimated eligible expenses: _____

Amount of request: \$ _____

(Not to exceed 50% of eligible expenses, \$5,000 maximum award)

Signed: _____

This Business Improvement District grant was approved and accepted by the BID Property Committee the _____ day of _____, 20____.

Signed: _____
BID Property Committee Chair

Signed: _____
BID Grant Administrator

Return completed request and attachments to the program administrator:
Shawano County Economic Progress, Inc., 1263 S. Main Street, Shawano, WI 54166
715-526-5839 or linda.wendt@scepi.org

BUSINESS IMPROVEMENT DISTRICT GRANT GUIDELINES

1. Purpose

The purpose of the Business Improvement Grant (**BIG**) is to encourage businesses to improve and revitalize the interior and/or exteriors of their commercial properties.

The appearance of a business plays a major role in its marketing success. A successful business will promote the attraction and retention of business operations, will halt property value deterioration, will promote economic growth and will preserve the business-historic district resources.

2. Grant amounts and participation

The Business Improvement Grant Administrator (Administrator) will consider applications for grants up to fifty (50%) percent of eligible project costs. The maximum grant will be \$5000.00 and be reimbursed to the business owner upon satisfactory completion of the project. To be eligible for grant funds, the business owner must provide a minimum of 50% of total project cost.

Grants are available for the improvements of existing commercial properties in the Business Improvement District (BID), City of Shawano. See page 4 for a map of the BID. Improvements include, but are not limited to, the material and labor for cleaning, painting, signage, awnings and many other improvements as outlined in section 3.

Operators of an existing commercial property are eligible to receive a one-time grant. If a business owner purchases an additional commercial property within the BID, the additional property would be eligible for a separate one-time grant.

Tenants of a commercial property are eligible, but application must include written approval and consent of the property owner. Land contract purchasers of property are eligible but application must include written approval and consent of the fee title owner.

In instances where a property has previously received a grant (by a previous owner/tenant), the BID Property Committee reserves the right to make a grant award to the new recipient (owner/tenant). The BID Property Committee will put emphasis on a proposed project that entails new work not similar to prior grant award.

3. Eligible costs

Eligible costs include, but are not limited to, labor and material for:

- a. Interior/Exterior painting or surface treatment including ceiling, wall and flooring renovations.
- b. Interior/Exterior lighting.
- c. Signage.
- d. Entranceway improvements and windows.
- e. Awnings, canopies, sunshades etc.
- f. Restoration of historic features.
- g. Asphalt paving.
- h. Fencing/screening.
- i. Architectural features.
- j. Storefront modification.
- k. Exterior woodwork and architectural metals (repair, cleaning, restoration, painting or replacement, including shutters).
- l. Masonry.

Applicant Initials: _____

The following costs are not eligible:

- a. Costs associated with upgrades and/or improvements related to business operating activities.
- b. Costs incurred before final grant approval.
- c. Landscaping.
- d. Sidewalks.
- e. Maintenance, including routine equipment maintenance.
- e. Costs paid by the applicant in merchandise or in-kind services.
- f. Labor paid to the applicant or a family member of the applicant or an employee of the applicant unless the applicant, family member or employee of the applicant is a recognized contractor for the particular labor being provided to the project and has received written approval from the Administrator prior to any work being commenced.

4. Conditions of eligibility

Each applicant must meet the following requirements:

- a. All taxes, such as property, sales, and income must be current at the time of approval for the grant funding.
- b. The applicant must, at the time of signing of the application, identify the contractor or contractors who will perform the work and disclose if any such contractor is a family member or employee of the applicant.

5. Application process

An applicant will complete an application provided by the Administrator and deliver it with all necessary attachments and exhibits to the Administrator.

The application will be reviewed by the Administrator who will notify the applicant whether or not the application meets the Business Improvement Grant objectives and will be accepted for consideration.

An application will consist of the following:

- a. A project description that summarizes the work to be performed.
- b. Renderings/description/photographs of the proposed work;
- c. A detailed cost estimate (a project budget worksheet) for all eligible costs supported by a quote from at least one (two or more is recommended) contractors or suppliers.

The Administrator will submit the application for approval to the BID PROPERTY COMMITTEE. The Administrator will notify the applicant of the BID PROPERTY COMMITTEE's decision.

6. Administration

Applicants should submit the completed application and supporting documents to:

SCEPI
1263 S. Main St.
Shawano WI. 54166
www.shawanoecondev.org
linda.wendt@scepi.org

Applications may be submitted at any time during the calendar year. All eligible applicants will be notified of approval, a request for modification, if additional information is needed for the application, or for non-approval. Applicants can expect a turnaround time of 10 business days or less from the time the complete application, along with all supporting documentation, is submitted.

Applicant Initials:

7. Final approval and agreement

The applicant will be notified of approval by the Administrator. The applicant and the Administrator will sign the grant application Grant Agreement in a form approved by the Administrator. The applicant is responsible for obtaining all building, zoning, and/or business permits for the work proposed for grant assistance. The Grant Agreement will include a covenant by the applicant to perform the work in accordance with the plans approved by the Administrator.

8. Changes

Any changes in the scope of work must be approved in writing by the Administrator.

9. Completion of work and funding

The approved work must be completed within six (6) months from the date the Grant Agreement is signed by the applicant and the Administrator.

Upon completion of the work, the applicant will submit to the Administrator a written request for reimbursement certifying the work has been completed in accordance with the approvals and certifying the expenses were incurred and paid. Detailed invoices paid in full, with proof of payment, need to be submitted for reimbursement. Examples of proof of payment include front/back copies of the cancelled checks or a credit card statement with all unrelated information blacked out. If paying for renovation expenses with cash, these will not be eligible for reimbursement as there is no proof of payment when paying with cash.

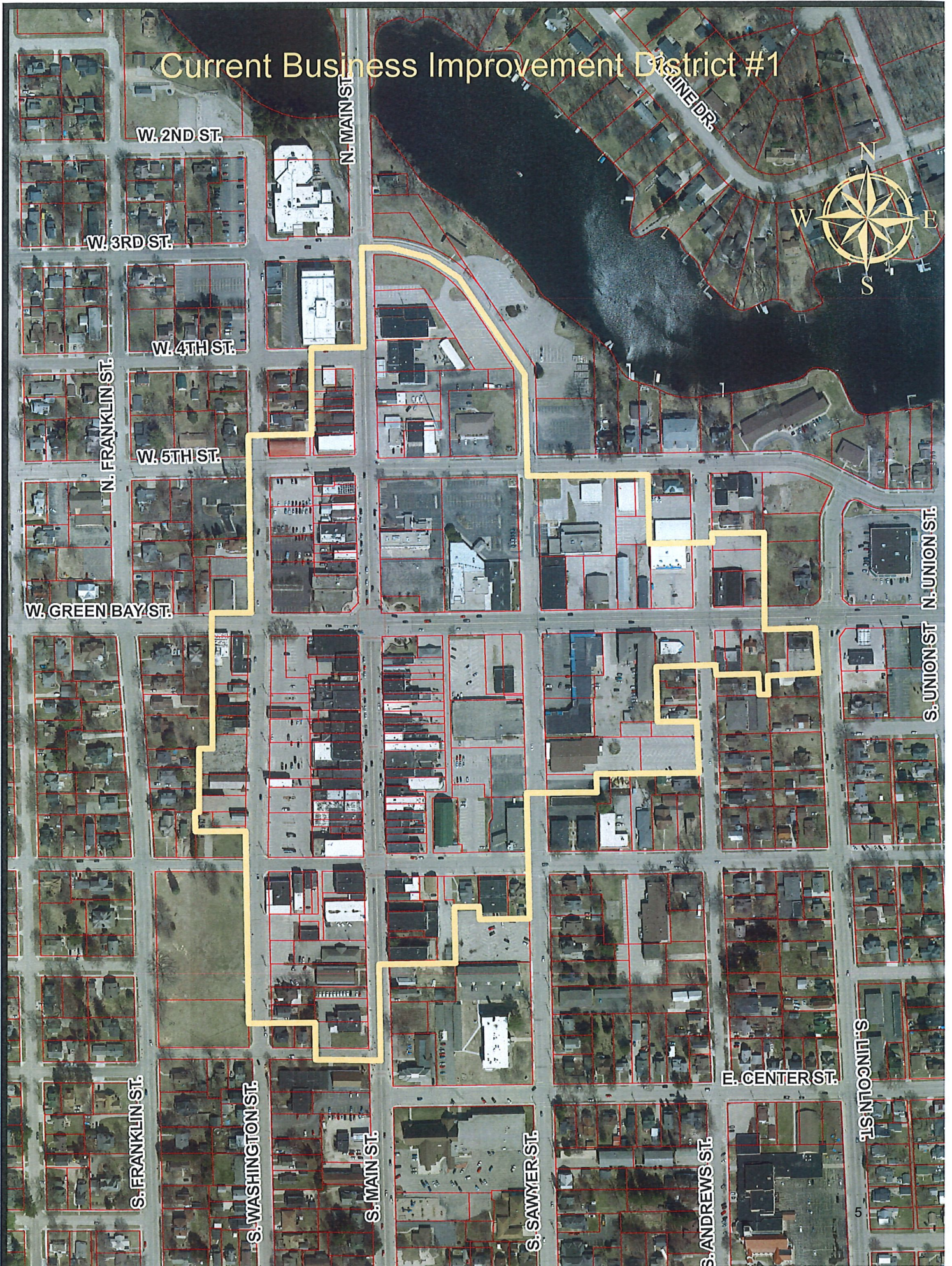
The Administrator may conduct such inspections as it deems appropriate to confirm completion of the work in accordance with the approvals and to confirm that the expenses have been incurred.

The Administrator will submit the request for reimbursement of the approved grant amount to the City of Shawano, fiscal agent for the Business Improvement District, which should be paid within 15 to 30 days from Administrator's request for reimbursement.

10. Discretion of the Administrator

Applicant understands the Administrator may approve or reject any application or request modifications of the proposed project. The Administrator reserves the right to change these guidelines at any time to meet the needs and intent of the Business Improvement Grant program. The Business Improvement Grant program may be discontinued at any time at the Administrator's discretion or when the funds are depleted.

Applicant Initials: _____



Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.