

City of Sedgwick

Downtown Revitalization and Incentive Grant Program

The City of Sedgwick (City) hereby establishes the Downtown Revitalization and Incentive Grant Program (Program) to support business development located within the downtown district of the City of Sedgwick, KS. Funds for the program will be provided by the City for a period of five (5) years, as determined by the council and budgetary constraints. At the completion of five years the City will conduct a review of the program and present the results to the City Council for consideration to continue the program in subsequent budget years.

The purpose of the PROGRAM is to provide assistance to businesses through grants that will support improvements that result in stability or growth for existing businesses, help with the launch of new businesses downtown, or help combat blight or code issues in the downtown business district. The City recognizes the value of the businesses located in Sedgwick and the impact they have on the community. Grants under the PROGRAM will be provided to those projects that have the greatest value and preference will be given to currently operating or start-up businesses as well as projects that show personal financial investment from the applicant.

The grantee will receive an advance payment of the awarded grant funds, after the City Administrator and the grantee have signed the award contracts and personal and performance guarantee. Only ***approved expenses*** incurred after the start and before the fiscal reimbursement period (4 month) will be allowed. **Downtown buildings that are vacant or are currently not-in-use are eligible for the program except for buildings primarily used for storage purposes.**

I. Applicant Eligibility

Property owners, lessors, and/or lessee's of properties located in the downtown zoned business or light industrial districts are encouraged to apply. This includes existing or new businesses which are primarily utilized for business purposes or store front only. This grant is not intended for properties with a primary use as apartment/residential or storage units.

New businesses are required to submit a business plan for the City to utilize as part of the evaluation criteria as it pertains to the financial ability of the grantee to repay grant funds. All businesses must be current on all state, county, and local taxes and City utility services. Proof of financial soundness will be required.

Grantees are eligible for one grant every two (2) years, and will not be eligible for subsequent grants if noncompliant with grant terms or default on an awarded grant.

II. Grant Committee Evaluation Criteria

1. First time applicants
2. Use of grant funds
3. Project timeline
4. Applications demonstrating strong cash match
5. Completeness of application
6. ***Business Plan – For new businesses only***

III. Use of Grant Funds (in order of preference)

1. Improvements to the façade, awning, glass/windows, frontage, sidewalk, or streetscape
2. Improvements or repairs that would correct code or structural issues with the property
3. Interior renovation/remodel costs
4. Acquisition of machinery and/or equipment (***requires pre-approval from City***)
5. Business start-up costs (***requires pre-approval from City, and business plan***)

IV. Prohibited use of Grant Funds

- 1) Purchase of real estate or land
- 2) Paying off or refinancing debt
- 3) Working or reserve capital or cash
- 4) Salaries or payroll expenses
- 5) Payment of any taxes or utilities
- 6) Demolition

V. Application Requirements/Process

1. Application must be submitted to the City and will be reviewed and evaluated by the Downtown Revitalization Committee within 30 days of application. Applications will be evaluated as they are received by City Staff. Applicants may be contacted for additional or missing application information as needed. Incomplete applications will not be forwarded to the City Council for consideration.
2. Applications will be pending until reviewed by the Downtown Revitalization Committee.
3. Applications that provide estimates of the scope of work or documentation that project is ready to be started in a timely manner *shall* be given preference.
4. Applicant must provide details of the project and specific use of grant funds. Preference *shall* be given to applications which show matching or concurrent funds being expended or leveraged by the property owner or business for the project.
5. Applicant must provide evidence that all taxes and utilities are current for business or property (***includes Sales Tax***).
6. Applicant must agree to participate in media coverage, marketing, and promotion of the program, including potential signage, and provide or allow City staff to take before and after photos of the project for documentation.

VI. Award Process

1. Initial grant awards for the current budget year will be awarded on a case-by-case basis during that fiscal year. The City reserves the right to award additional grants throughout the year as budget allows.
2. All grants will be presented in front of the Downtown Revitalization Committee for approval by majority vote.
3. Applicants not receiving approval have the right to appeal the decision to the City Council during the next regularly scheduled council meeting following the Committees decision and notification to applicant. Council award decisions are final and not eligible for appeal.
4. Applicants receiving awards must be able to provide a W-9 form in order to receive funds and sign a personal and performance guarantee for awarded funds.
5. Building permits must be pulled for all applicable work and all contractors must be registered contractors with the City of Sedgwick. Applicants may perform the work themselves if they are also registered contractors with the City. Any applicable work must be done to current city code and be inspected by the city's building inspector. ***(city will waive the building permit fees but not the applicable inspection fees)***
6. Project must begin no more than 60 days from award of funds and must be completed within 120 days of award, unless prior extension is approved by the City Administrator.

VII. Compliance

1. City Administrator or their designee will follow up with award recipients to ensure that funds are used for the defined purpose and that all program requirements are met.
2. Recipient will provide all documentation required under the program, including bids/quotes and financial documentation of completion.
3. All facility improvement and signage projects require inspection/approval by City.
4. All proceeds from the PROGRAM must be used in the manner outlined on the application within the timeline as specified in Section VI, subsection 5.
5. Existing businesses must remain in operation in the location specified in the application for a minimum of one (1) year from the date of the award.
6. New businesses must be open within one (1) year from the date of the award.
7. Any funds not spent as approved, in the time designated, will be repaid to the City within 30 days.
8. Any recipient who fails to meet these compliance requirements will be required to repay the grant amount in full to the City within six (6) months of notification of non-compliance.

VIII. Funding

1. The City will budget for \$20,000.00 per year for grants and operation of the PROGRAM
2. It is the intention of the City to award four (4) grants per fiscal year with a maximum funding amount of \$5,000 per grantee.
3. The minimum grant amount per recipient will be \$1,000.00
4. Availability of grant funds are subject to changes based on City Council directives or decisions and any budgetary constraints of the City.

The City of Sedgwick Downtown Revitalization and Incentive Grant Program (PROGRAM) is available to all eligible business applicants regardless of race, age, gender, religious or sexual preference. Awards will be based on the value of the investment to the business and the City, the ability of the applicant to move forward with the proposed project in a timely manner, the ability of the applicant to repay the funds to the City in the event of noncompliance and the availability of funds.

City of Sedgwick Revitalization and Incentive Grant Program Application

Business name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Website : _____

Contact Person with phone number for application: _____

Project Address: _____

Business Ownership: Private _____ Public _____

Year business was established (if existing business): _ _____

Amount of grant funds being requested: _____

1. Does/will the applicant own or currently lease the project location's property?

Own _____ Lease _____

If leased, please indicate the landlord/owner and provide a letter of support for the project.

If leased, please indicate the lease term for the property.

2. Why are grant funds necessary for the proposed project to succeed financially or be completed?

3. Describe the activity to be undertaken, the facility's use, and product or services provided to residents of the City of Sedgwick.

4. Will you be using the services of an architect, engineer, or contractor? ___Yes ___No

If yes, please list or provide their information below:

Is the contractor currently licensed with the City of Sedgwick? Yes No

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5. Estimated Work Schedule: Start Date for work: _____

Completion Date: _____

6. Current workforce of business: Full-time _____ Part-time _____ Seasonal _____

7. Has the business previously received an incentive or grant from the City of Sedgwick?
If so, please provide details or list the year.

8. Does the business meet all qualifications and eligibility guidelines? Yes No

9. How much money/assets/time will be personally invested in the business or the approved project in addition to the grant amount being requested?

10. Is the business current on all taxes and city utilities? Can you provide a tax clearance certificate?

Sign: _____ Date: _____

Below area For City of Sedgwick Use:

Application complete? Yes No

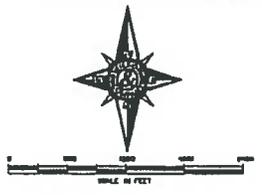
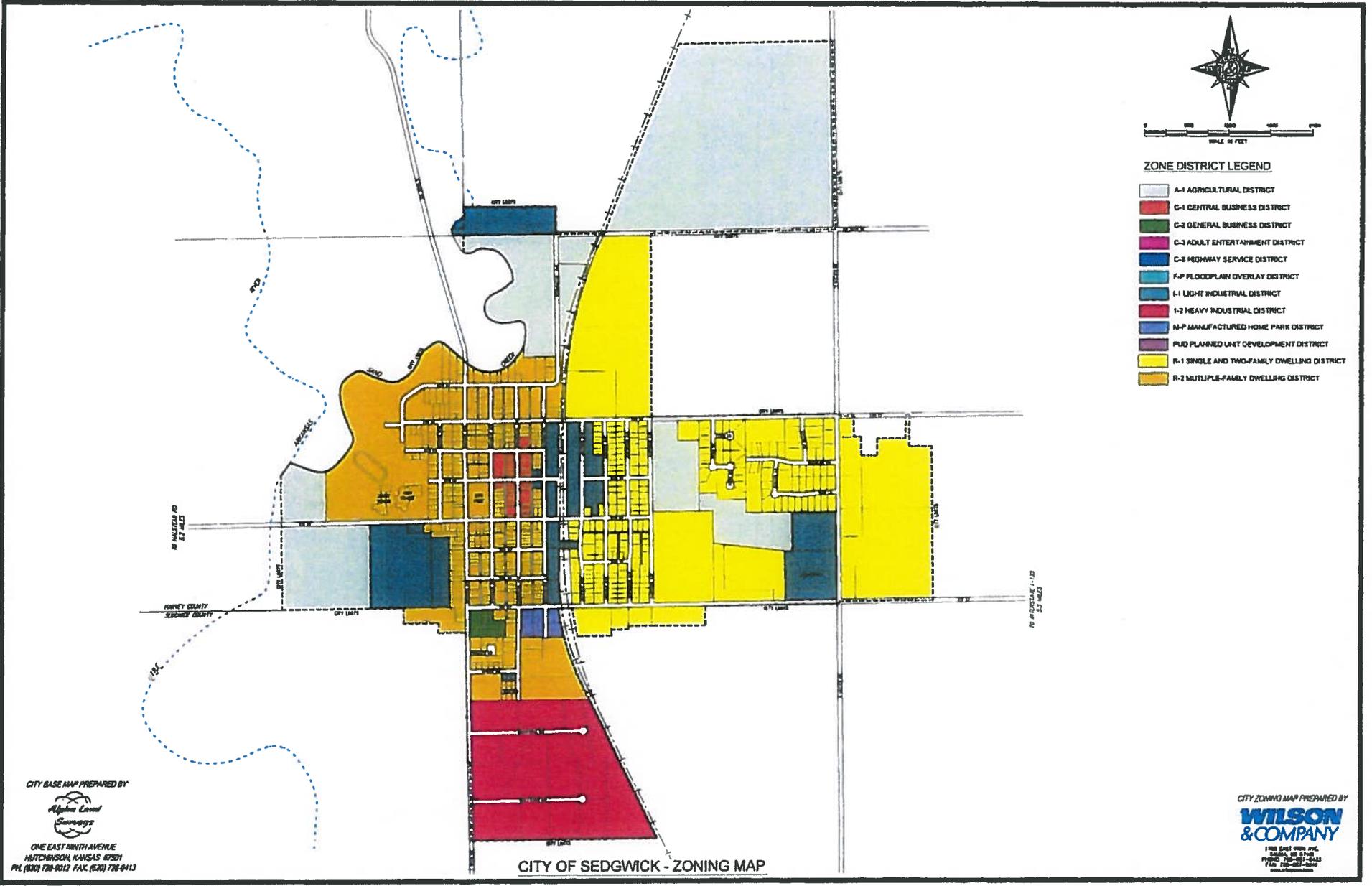
Supporting documentation provided? Yes No

Preliminary review of compliance with program: Satisfactory Unsatisfactory

Signature – Notary Public

(SEAL)

My Appointment Expires: _____



- ZONE DISTRICT LEGEND**
- A-1 AGRICULTURAL DISTRICT
 - C-1 CENTRAL BUSINESS DISTRICT
 - C-2 GENERAL BUSINESS DISTRICT
 - C-3 ADULT ENTERTAINMENT DISTRICT
 - C-8 HIGHWAY SERVICE DISTRICT
 - F-P FLOODPLAIN OVERLAY DISTRICT
 - I-1 LIGHT INDUSTRIAL DISTRICT
 - I-2 HEAVY INDUSTRIAL DISTRICT
 - M-P MANUFACTURED HOME PARK DISTRICT
 - PUD PLANNED UNIT DEVELOPMENT DISTRICT
 - R-1 SINGLE AND TWO-FAMILY DWELLING DISTRICT
 - R-2 MULTIPLE-FAMILY DWELLING DISTRICT

CITY BASE MAP PREPARED BY
Alpha Level
Surveyors
 ONE EAST NINTH AVENUE
 HUTCHINSON, KANSAS 67501
 PH. (620) 728-0212 FAX. (620) 728-0413

CITY OF SEDGWICK - ZONING MAP

CITY ZONING MAP PREPARED BY
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