

**Norman County Economic Development Authority
Storefront Improvement Program**

The Norman County EDA recognizes storefront presentation plays an important role in attracting customers and impressing visitors to the community. The EDA also recognizes the expenses with remodeling and updating older properties. The Norman County EDA Storefront Improvement Program is a local grant to commercial property owners and renters to assist in lowering the cost of capital improvements that improve the appeal of a building from the public right-of-way.

The goals of the Norman County EDA Storefront Improvement Program are:

Goal 1: Improve the visual appearance of Norman County to visitors and citizens

Goal 2: Assist Businesses in attracting new customers

Goal 3: Provide incentive to new businesses to relocate into vacant buildings

Goal 4: Lower the cost of property improvements for business and commercial property owners

Program Overview

The Norman County EDA Storefront Improvement Program is a grant which will provide up to **\$1,000 per year or no more than 50% of the project** and will be awarded on a reimbursement basis. All completed work is required to be visible from the public right-of-way. Awardees must be either commercial property owners or their tenants. If a tenant is applying and paying for the improvements, they must have at least two years remaining on the lease and obtain consent from the property owner. Proof of property owner/tenant permission and lease terms are required at the time of application.

The Norman County EDA will dedicate \$10,000 to the Storefront Business Improvement Program to be reviewed annually. Applications are taken and approved on a first come first serve basis. However, considerations will be given to projects based on the following:

- Condition and age of building
- Location of business
- Type of business (Retail, Service, Non-profit)
- Work being performed
- Use of local supplies/contracting

Reimbursements will only occur after the applicable project is completed and is deemed as being satisfactory by the Norman County EDA. Awardees are required to maintain the improvements in good, working condition for three (3) years or pay back the grant. Property and business owners are required to be in good standing for sales and property taxes prior to be awarded the grant. The EDA may request a review of improvements prior to approval.

Businesses and property owners can only receive a maximum lifetime allowable amount of \$5,000. If the property is sold or is rented by a new tenant, the new owners can apply under a new timeframe and allowed amount.

Any projects being performed by an approved contractor must have a bid included with the application. If the improvement is being performed by the business or property owner, the reimbursement will be for materials only and receipts are required before the application can be sent to Norman County EDA for payment approval. A submitted application and/or required documents do not guarantee payment for any performed work.

Eligible Activities

- External Door or Windows
- Awnings & Canopies
- Signs (New, Replace, Repair)
- Permanent Outdoor Lighting
- Environmental Improvements
- Paint
- Removing/Replacing Exterior Finishes
- Reconfiguring Entrances

Ineligible Expenses

- Roof (Repair or New)
- Security Systems
- Internal Repairs
- Anything Not Visible From The Public Right-Of-Way
- Property That Is Primarily Residential (Including Apartments)

Application Process

- 1) No grant will be awarded without a submitted and completed application to the Norman County EDA for preliminary review to assure the project meets criteria. This includes bid/cost estimates and owner/rental agreement.
- 2) Receipts from all work which is being sought for reimbursement must be submitted
- 3) After all documentation is received, it will be reviewed by the Norman County EDA and must pass by a majority vote of members on the next meeting date.
- 4) Reimbursement for the requested amount will only occur after approval from the Norman County EDA.
- 5) Norman County EDA reserves the right to deny any applications or grants.

Storefront Improvement Grant Application

Primary Contact Information (Person Paying For Work)			
Name:			
Address:	City:	State:	
Phone No:	Property (Please Circle):	OWNER	TENENT
Email:			

Property Information			
Property Owner:		Phone No:	
Address:	City:	State:	
Parcel ID:	Date Built (If Known):	Historical: Yes No	
Building History:			

Commercial Business Information			
Name Of Business:		Type Of Business:	
Business Owner(s):		Ownership Date:	
Owner 1 Address:	City:	State:	
Owner 2 Address:	City:	State:	

Project Summary			
Total Cost of Façade Renovation:	Amount Requested:	Project Length:	Will This Affect Structure Footprint:
Summary of Existing Condition of Façade:			
Summary of Proposed Work:			
How Will It Affect Historical Character (if applicable):			
If This Is Part Of A More Comprehensive Project, Explain:			

Construction Information
Who Will Be Doing The Work:
Please List Estimates Of Materials And Services:

Please return this application along with bid estimates, owner/rental agreements, and any other supporting documentation to: Norman County EDA
 PO Box 3
 Ada, MN 56510

Signature of Applicant: _____ Date: _____