



# ELEVATE GRANTS

## DOWNTOWN FACADE GRANT PROGRAM

### ELEVATE DOWNTOWN FACADE GRANT APPLICATION FORM

Downtown Mainstreet, Inc. (DMI) and the City of La Crosse, through the generous support of the La Crosse City Council, Economic Development Commission and Planning Department will provide funds to promote facade renovation of historic buildings. The Elevate Façade grant program will help to conserve valuable architecture and to preserve the City’s ethnic and cultural heritage as reflected in its historic structures. The grant is also available to businesses and property owners located in the Downtown district that are not historic buildings.

#### APPLICANT INFORMATION

Name(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Current Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

Name(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Years Owned \_\_\_\_\_ Type of Ownership \_\_\_\_\_  
Current Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

#### PROJECT INFORMATION (costs must be verified by written estimates from contractors)

Name of Business \_\_\_\_\_ Project Owners Name \_\_\_\_\_  
Project Address \_\_\_\_\_  
Type of Business \_\_\_\_\_ Upper Floor Use \_\_\_\_\_  
Architect Name(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Current Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Total Estimated Cost \_\_\_\_\_ Project Completion Date: \_\_\_\_\_  
Brief description of the work to be undertaken \_\_\_\_\_

Has a Façade Grant for research work been approved previously? YES or NO (Circle)

Please review the Eligibility Requirements on page 2 of the Application Materials and check appropriately:

- \_\_\_\_\_ I am applying for grant funding as a business/property owner of a Historic Structure.
- \_\_\_\_\_ I am applying for grant funding as a business/property owner of a Non-Historic Structure.
- \_\_\_\_\_ I have reviewed and will comply with the Downtown Façade Grant Program and Design Guidelines.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR DMI USE ONLY:

Application Date \_\_\_\_\_ Approval Date \_\_\_\_\_ Amount \_\_\_\_\_ Tax ID number \_\_\_\_\_

# ELEVATE DOWNTOWN FACADE GRANT

## ELIGIBILITY REQUIREMENTS

An applicant shall qualify for the Elevate Downtown Façade Grant if:

- The property for which the facade grant is being requested is listed on the local historic inventory, on the State or National Register of Historic Places or is potentially eligible to be listed on the State or National Register of Historic Places.
- The applicant is a business or property owner of a non-historic structure.
- The property must be located within the designated Downtown District

Please check each line to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- \_\_\_\_\_ The design work must be done on the exterior of the building and result in a publicly visible improvement.
- \_\_\_\_\_ Only design work begun **after the grant application has been submitted and approved** will be eligible for a grant.
- \_\_\_\_\_ All design work must comply with the Downtown design guidelines.
- \_\_\_\_\_ Only one (1) grant per building address for historic buildings.

## HISTORIC PRESERVATION INFORMATION (Required)

Name of Property: \_\_\_\_\_

Property Address: \_\_\_\_\_

Local Historic Inventory: \_\_\_\_\_ State/National Register of Historic Places: \_\_\_\_\_

Potentially Eligible for State/National Register of Historic Places: \_\_\_\_\_ Historic District \_\_\_\_\_

Verified by: \_\_\_\_\_

## NON-HISTORIC STRUCTURE INFORMATION (Required)

Company Name \_\_\_\_\_

Name of Owner(s): First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_

## RELEASE OF INFORMATION

To Whom It May Concern:

I hereby authorize Downtown Mainstreet, Inc. (DMI) permission to share all application materials with the City of La Crosse, committees and members who will be reviewing my application. I acknowledge that information provided to DMI and the City may be released as part of the program requirements and in the reporting and promotion of the program.

## CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For questions and more information:

**LACROSSEDOWNTOWN.COM/LAUNCHLACROSSE**

Robin Moses, Executive Director, Downtown Mainstreet, Inc. (608) 784-0440 moses.robin@lacrossedowntown.com  
Andrea Schnick, Economic Development Planner, City of La Crosse (608) 789-8321 schnicka@cityoflacrosse.org

# APPLICATION REVIEW

The application package will be reviewed by Downtown Mainstreet, Inc. to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

## REQUIRED MATERIALS FOR APPLICATION

Application packages must include:

- \_\_\_\_\_ A completed application form (Pages 1-2)
- \_\_\_\_\_ Written consent from property owner giving permission to conduct façade improvements.
- \_\_\_\_\_ Design Cost Estimate from Licensed Architect based within La Crosse County.

## GRANT REIMBURSEMENT

- When all construction work is **COMPLETE**, submit a request for final inspection and the façade reimbursement form.
- After final review by DMI, if the completed project has met the requirements, DMI will send a written letter to the City of La Crosse requesting the release of funding to the building owner.
- Reimbursement can be expected in approximately (1) month after the following documentation has been submitted.

### Required Materials for Reimbursement

- Copies of all paid invoices and canceled checks for all of the façade design work covered by grant.
- The invoices must be marked paid, signed, and dated by the consultants. All project expenditures must be paid by check. Cash payments are not accepted. Invoices should have an itemized breakdown of work done and show the cost of each item (such as X square feet or tuckpointing \$5,000).
- A final copy of the research and/or design must be submitted to the Design Review Board.
- 4x6 color photos showing the completed project, photos shall be taken from similar angles/locations as the original submitted photos.
- Construction work must be completed within one (1) year of authorization to proceed by the Design Review Board.

### The Design Review Board reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the Downtown Design Guidelines.
- Work that does not conform to the proposal submitted, reviewed and approved by the DMI Facade Committee may be partially or totally rejected.
- Work done that does not comply with building codes and zoning will be rejected.
- The façade improvements are not constructed within 1 year. Since the Design Review Board cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

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