City of Marshall

Downtown Revitalization Grant

PURPOSE

- Stimulate private investment in high-quality building facade improvements that contribute to the overall strength of downtown as a shopping and dining destination
- Grow the tax base within the City of Marshall
- Attract and retain more small retail, restaurant, and destination locations to our downtown

The Downtown Revitalization Grant Program is available to property owners and businesses within the Downtown District. As a matching grant program, the City will reimburse the grantee for up to 50% of expenses, with a maximum award of $10,000. Additional grant funding equal to 10% of the grant amount will be provided if a contractor residing in Clark County is used. The Finance/Insurance Committee reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed property every two years, unless otherwise approved by the City Council. The Downtown Revitalization Grant Program may be used in conjunction with the Enterprise Zone.

APPLICANT ELIGIBLITY

- The property must be located within the Downtown District.
- Property owners are eligible to apply.
- Properties zoned residential are not eligible.
- Tax exempt properties are not eligible.
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent.

ELIGIBLE IMPROVEMENTS

Improvements shall be visible from the exterior of the building, must comply with all building and zoning requirements, and must be in conformance with the City of Marshall Building Code.

Eligible improvements include but are not limited to:

- Façade Renovations
- Painting, tuck-pointing, masonry repairs
- Doors
- Windows
- Awnings
- Deck Construction or Repair
- Outdoor Seating/Dining
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the City
- Structural repairs

INELIGIBLE IMPROVEMENTS

- General Maintenance
- Interior Improvements
- Parking Lot Construction or Repair
- Landscaping
- Property acquisition
- Any improvements completed prior to receiving grant approval.

APPLICATION SUBMITTAL AND REVIEW PROCESS

a. Applications are distributed and collected by the City.
b. Applications must be completed fully.
c. Applications will be reviewed by City staff who will advise the Finance/Insurance Committee of the viability of the project.
d. Applications will be reviewed by the Finance/Insurance Committee. Those approved will be sent to the City Council.
e. Approval guidelines include the immediacy of needs in relation to other applications and available funds.
f. Notification of approval/denial will be provided to the applicant by the City. Note that the project must be approved prior to any of the work taking place.
g. Changes to an approved project must be reviewed and approved by the City staff. Additional approval by the Finance/Insurance Committee may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

PROJECT COMPLETION AND REIMBURSEMENT

a. Upon project completion, the grantee must submit copies of paid invoices to City Hall for reimbursement.
b. Only approved eligible expenses will be considered for reimbursement.
c. The Grant award amount is not a guaranteed payment amount. The final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
d. Payout will not exceed the maximum grant amount approved by the Finance/Insurance Committee. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
e. Projects must be completed within 6 months of grant approval unless otherwise approved by City Staff.
f. Projects not completed by the deadline will be considered closed due to incompletion and the grant will be forfeited.
g. Once grant payout is made, the application will be considered closed, and no additional expenses will be allowable.

DEFINITION OF DOWNTOWN DISTRICT

The Downtown District will include both sides of Archer Avenue from Michigan Avenue to Fourth Street, both sides of Fifth Street, Sixth Street, Seventh Street, and Eighth Street from Plum Street to Locust Street. Plum Street and Locust Street from Fourth Street to Eighth Street.

City of Marshall

Downtown Revitalization Grant Application

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

For Tenants:

The City requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____

Phone: _____ Email: _____

Property Owner Address _____

Property Owner Signature: _____Date _____

Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

_____

_____

_____

_____

Estimated Start Date: _____**Estimated Completion Date**: _____

City Staff Approval: _____ **Date**: _____

Required Attachments:

_____ Cost Estimates

_____ Current photo(s) of property

_____ Business Plan

_____Project Budget

Did you apply for the City Dumpster Grant? ☐ Yes ☐ Yes

Did you apply for the Enterprise Zone tax exemption? ☐ Yes ☐ No

Release of Information:

I hereby authorize the City of Marshall permission to share all application materials with Finance/Insurance Committee and staff members who will be reviewing my application. I acknowledge that information provided to the City may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act.

Applicant Name (print): _____

Applicant Signature: _____ Date: _____

Submit application and attachments to:

City of Marshall
PO Box 298, Marshall, IL 62441
jsims@marshall-il.com

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____(initials). Date: _____

Property reviewed for delinquency by _____(initials). Date: _____

Applicant notified of scheduled Committee meeting by _____(initials). Date: _____