Historical Preservation Committee – City of Marshall, Illinois
Downtown Revitalization Grant Guidelines
Revised August 2025

The City will appropriate funds for the maintenance of buildings in the downtown section of Marshall. These funds will be distributed in the form of grants. Oversight of the grant recipient will be the responsibility of the Historical Preservation Committee. To be considered, applicants must own the building for which they apply.

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

Qualifying Structures
The ground floor of the building must house a business or be in the process of renovation to provide space for a business. Renovation should be expected to be completed within a calendar year. Second and third floors may be utilized for a business or living space.

Purpose
The purpose of the grant is to assist building owners in the maintenance of the exterior of their building. This includes but nis not limited to roof repair, exterior painting, window replacement, and foundation repair.

Awards
Grants may exceed $2000 each, if the Historical Preservation Committee agrees that is in the best interest of the City of Marshall to award a great amount, but in no case will the amount be greater than $5,000. Grants issued above $2,000 will be to fund a project at 75% of the project cost. Projects cannot begin prior to grant approval. Grants of $2,000 or less will be fully funded.

Selection Process
Building owners may obtain an application from City Hall or from the Chamber of Commerce. Once completed, it should be returned to City Hall. In February, May, August and November, the Historical Preservation Committee will review the application, prioritize them, and make a committee vote for final approval.

Points for Selection

1. The request is for external improvements to the building.
2. The building owner has completed all parts of the application.
3. The building owner has provided a business plan for the building
4. The likelihood that the project will be completed in one calendar year.
5. The Historical Preservation Committee will rank the application in order of greatest need to least need.
6. The amount of funds available for distribution as grants.
7. Maintenance of an historical feature of Marshall.

Disbursement
Grant payments will be disbursed to the building owner when receipts of payment for supplies and materials are presented to City Hall Staff. Checks will be provide following the normal approval process of the City Council.

Historical Preservation Committee – City of Marshall, Illinois
Downtown Building Grant Application

Revised August 2025

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

Project Summary: (Provide a brief project summary)

_____

_____

_____

_____

_____

Estimated Sate Date: _____ **Estimated Completion Date:** _____

Historical Preservation Committee Approval: _____ **Date:** _____

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

Notes: Special Considerations, et al:

_____

_____

_____

_____

Formula for grants of more than $2,000:

Estimated total cost: _____

x 0.75%. _____

Grant Amount _____

No grant may exceed $5,000.00

Required Attachments:

_____ Cost estimate of project

_____ Project Plan

_____ Current photo of property

Failure to follow requirements:

Failure to provide the required information will result in the Historical Preservation Committee removing the application form consideration.

Disbursement

Grant payment will be distributed to the building owner when receipts of payments for supplies and materials are presented to City Hall Staff. A check will be provided following the normal approval process of the City Council.

For projects located in the City of Marshall:

Will you be adding workers after the project? ☐ Yes ☐ No Number _____

Did you apply for the City Dumpster Grant? ☐ Yes ☐ No

Did you apply for a Utilities Grant? ☐ Yes ☐ No

Release of Information:

I hereby authorize the City of Marshall permission to share all application materials with the Historical Preservation Committee and staff members who will be reviewing this 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. I acknowledge that I may attend the Historical Preservation Committee meeting in which this request will be reviewed, and that the City will notify me of that meeting.

Applicant Name (print): _____

Applicant Signature: _____

Date: _____