

2020 Commercial Facade Improvement Application

This program is targeted towards business owners in the College Hill Business District, which runs on Hamilton Avenue from Wittlou, south until Llanfair Avenue. All business owners are encouraged to apply, however, this year's program will prioritize businesses who have never received facade improvement funds.

Application Process

Business owners are required to schedule a 1:1 meeting, which can be hosted at CHCURC's office (1551 Marlowe Avenue) or in the business owner's commercial space, whichever they prefer. This meeting must occur before March 27. The purpose of this meeting is to answer any questions about the application, and to talk through the timeline and expectations.

Choosing Recipients

A rubric to rank the applications will be utilized in order to choose the projects that will be funded. CHCURC's Executive Director and Community Development Director will individually fill out the rubric based on applications, and scores will be averaged. Projects will be given funding depending on their final rank.

Financing

- Do you rent or own the space?
 - **Rent:** You pay 20% and CHCURC will pay the remaining 80% through grants
 - **Own:** Will you put an equal amount into the interior of the space?
 - **Yes:** You will pay 20% and CHCURC will pay the remaining 80% through grants
 - **No:** You will pay 50% and CHCURC will pay the remaining 50% through grants

Approvals

All facade improvements must be approved by CHCURC's review board, which is made up of the Executive Director, Community Development Director, and CHCURC Property Committee.

Project Timelines and Contractors

CHCURC staff will work on designing the desired facade improvements, and when necessary, will hire an architect to design the facade improvement. Additionally, CHCURC staff will work with awardees to identify contractors for each part of the project, work with contractors on construction timelines, and ensure the work is completed in a professional and timely manner.

- June 2020:** Projects put out to bid
- July 2020:** Projects awarded
- August 2020- August 2021:** Construction

Marketing

Additionally, CHCURC staff will take photographs throughout the process and post on our website, Facebook, and Instagram. In participating in this program, applicant agrees to allow CHCURC to use photographs of the work for marketing.

Application Timeline

- ❑ **March 04, 2020:** Application is released
- ❑ **March 04 - March 27, 2020:** Complete 1:1 meeting with Brianne Brenneman. Bring pre-application to the meeting.
 - ❑ Contact Brianne Brenneman via phone (513-681-1551) or email (brianne.brenneman@chcurc.com) to schedule meeting.
- ❑ **April 20, 2020:** Application due
- ❑ **April 27, 2020:** Awardees chosen and notified

Materials for Applications

- ❑ Complete pre-application and bring to 1:1 meeting.
- ❑ Complete application and email to Brianne Brenneman or bring to the CHCURC office date listed above.

Pre-Application

Reminder: Bring this completed form with you to your 1:1 meeting.

Contact Information of Applicant:

Name: _____

Email: _____

Phone Number: _____

Business Information:

Name: _____

Address: _____

Have you ever received Facade Improvement funds? Circle one.
YES or NO.

If so, when?

What types of improvements are you thinking about for your facade improvement? Circle all that apply.

Windows Tuck-pointing Signage Other: _____

Applicant's Relation to Business:

Business owner

Property owner and business owner

Application -- Building Owner/Commercial Owner Match Program

Please answer each question to the best of your ability. If you do not know the answer to the question, please contact Brianne Brenneman. Do not turn in this application with any questions left blank.

1. What improvements would you like to be done with your facade?
2. How will this grant positively impact your business?
3. What is your estimated project cost?
4. Do you feel confident you can put an equal amount into the interior of the space and pay for 20% of the project or do you feel confident you can pay 50% of the project? Specify which scenario you are confident in. If “no”, answer question 5. If yes, your application is complete.
5. Would you be able to fund 20% or 50% of the project budget if it was financed through CHCURC for a 1 - 2 year window in monthly increments?