



## Halstad Economic Development Authority Storefront Improvement Program

The Halstad EDA recognizes storefront presentation plays an important role in attracting customers and impressing visitors to the community. The city also recognizes the expenses with remodeling and updating older properties. The Halstad 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 Halstad EDA Storefront Improvement Program are:

**Goal 1: Improve the visual appearance of Halstad 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 Halstad 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. Twenty-five percent (25%) will be awarded upfront and seventy-five percent (75%) upon completion of the project. 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 Halstad EDA will dedicate an annual cap of \$5,000 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 Halstad EDA.** Awardees are required maintain the improvements in good, working condition for 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 city council may request a review of improvements prior to approval.

**A business 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 Halstad 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 Halstad 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 Halstad 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 Halstad EDA.
- 5) The city of Halstad and/or Halstad 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      TENANT
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:
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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:  
 Halstad EDA  
 405 2<sup>nd</sup> Ave. West  
 Halstad, MN 56548

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_