



City of Spring Grove
108 1st Street NW,
Spring Grove, MN 55974

Fix-up Fund Guidelines

To encourage business exterior improvements, the Spring Grove Economic Development Authority is announcing the re-introduction of the Fix-up Fund; the EDA has allocated \$10,000 for this program. Projects must be set to be completed by December 1st 2020. Applications are due no later than November 1st, 2020 with the review process taking place on a rolling basis until all funds have been allocated. Projects will be both considered and approved at the discretion of the Spring Grove Economic Development Authority.

A. Program Overview:

The purpose of the Fix-up Fund is to provide incentives to local businesses to improve the appearance of their building facades and stimulate private investment. The EDA will reimburse up to 50% of the total project cost.

The Fix-up Fund can only be used for exterior repairs/improvements.

- ⇒ The minimum amount of assistance per building is \$ 250
- ⇒ The maximum amount of assistance per building is \$ 2,500
- ⇒ Upon completion of project and after proper documentation is shown, the applicant will be reimbursed the approved amount
- ⇒ Applications will be reviewed at the next available meeting of the Spring Grove Economic Development Authority. Meetings are held downstairs at the Spring Grove Communications Building.

B. Eligibility:

- a. Projects must be located within the City limits of Spring Grove.
- b. Applicant must own the property or have the written consent of the property owner.
- c. Applicant must be current on all City loans and utility payments.
- d. Zoned non residential
- e. Eligible projects include exterior improvements visible to the public. These may include but is not limited to the following:
 - i. Rehabilitation or replacement of exterior windows and/or doors visible from public areas
 - ii. Replacement of missing decorative building features that are fixed in place or permanent
 - iii. Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
 - iv. Awnings
 - v. Approved exterior lighting and signage
 - vi. Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)
- f. Ineligible projects:
 - i. Any interior work

- ii. Exterior improvements that are not visible from the public realm. Examples include roofs (except if allowable above) or improvements to the back of the building
- iii. Landscape improvements or plants
- iv. Building acquisition
- v. Building additions or new construction
- vi. Routine maintenance
- vii. Parking lots
- viii. Any improvements completed or in progress at the time of the application

C. Application Process:

1. Applicant must submit a Fix-up Fund Application (see attachment) with appropriate documentation that indicates the following:
 - a. Detailed description of the entire project
 - b. Before pictures
 - c. Valid cost estimates of the entire project
 - d. Indicate the amount of funds being requested
 - e. Indicate the eligible improvements that the funds will be used for
 - f. Indicate that matching funds (50% minimum) have been acquired or made available to the project through a letter of credit from a bank or letter stating that the necessary funds are available in applicant's bank account.
 - g. Any other documentation requested by the EDA.
2. The Economic Development Director identifies if the project meets eligibility requirements and, if so, will bring it to the Economic Development Authority (EDA) for further review.
3. Upon EDA review, the EDA will either approve the project or deny the request.
4. The Economic Development Authority reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.
5. The Economic Development Director will contact the applicant and relay the EDA's decision and if approved, will arrange for the signing of required documents.
6. Applicant makes approved façade improvements and pays all invoices related to the improvements.
7. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications and provides receipts for work completed including pictures of the improvements that have been made to the Economic Development Director.
8. The Economic Development Director will bring all final documentation to the EDA board. The EDA will approve or deny reimbursement based on the completed project, documentation, and receipts of work done.

All applications should be submitted in paper form to the Spring Grove City Hall, and via email to Rebecca.Charles@cedausa.com.

If you have any questions or concerns, please feel free to reach out to EDA Director, Rebecca Charles at the email address listed above.