

KANSAS MAIN STREET INCENTIVES WITHOUT WALLS PROGRAM

State of Kansas Application Guidelines



Administered and Funded Locally by:

Main Street Sterling

P.O. Box 56

Sterling, KS 67579

sterlingkschamber@gmail.com

MAJOR PROJECTS

Eligible Use of Funds: The acquisition or rehabilitation of properties in connection with private reinvestment in a designated downtown corridor. Any project that can be shown to lead directly to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

Ineligible Use of Funds: Public improvements and public or private infrastructure. Projects that have already been started or completed. Projects that do not meet the minimum private investment match. Landscaping projects on public or private property, including paving, plants, trees, fencing, etc. Any project that does not lead to private investment, job creation or retention, establishing capable businesses or creating a stronger tax base, or for the acquisition or rehabilitation of properties. Any training expenditure, salaries or wages for existing or newly created jobs. Any licensing, insurance, taxes or other expenses considered to be a cost of doing business. Any project outside the boundaries of a designated downtown district. Any project that does not meet Main Street design criteria as outlined in the Kansas Main Street Design Manual. Any first-floor housing development in any commercial building or other rehabilitation of a commercial building with the intent of a first-floor housing development project. Any project that could/would be completed without the assistance of IWW funds.

Match Requirements: Minimum cash match of 3:1 (\$3.00 of private investment to \$1.00 of state investment). Non-cash or in-kind match is not allowable. Non-cash match includes the value of sweat equity (labor provided by the recipient or their immediate or expanded family, friends or employees at no cost) regardless of whether that person performs such a service as a legally operating business. Non-cash match includes the value of gifts of equipment or materials used during any part of the project. In-kind match includes the value of any labor, materials or equipment provided at no cost to the IWW recipient. All applications will be competitive. Additional consideration is given to applicants providing more than the minimum match requirement. Minimum request - \$1,500 (total project budget: \$6,000) Maximum request - \$20,000 (total project budget: \$80,000 or more)

SMALL PROJECTS

Eligible Projects: Appropriate paint/fix-up projects on the front façade, back or sides of downtown commercial buildings based on Main Street design guidelines. Paint/fix-up or design, production, and installation of appropriate signage based on the Main Street design guidelines. Appropriate installation or repair of awnings on front facades. Awnings must meet the Main Street design guidelines.

Minimum Request & Match - \$500 (total project budget: \$1,000) Maximum request - \$2,000 (total project budget: \$4,000) 1:1 match.

The local Main Street program must provide the small project IWW funds as no-interest loans ONLY.

Loan repayment term may not exceed 24 months for small project loans.

All projects must be completed as submitted. An on-site evaluation of each open project will be part of the local program's year-end evaluation.

Business must provide project receipts and keep the local Main Street program informed about project progress

LOCAL REVOLVING LOAN FUND

All loan repayments become a local revolving loan fund for downtown projects. All Local Revolving Loan projects must meet all other IWW funding requirement, same application; same guidelines. There is no deadline to apply as long as local revolving loan funds are available. Please see major and small projects for application requirements.

ADDITIONAL INFORMATION

FUND AVAILABILITY: Applications will be considered as local revolving loan funds are available.

Selection Criteria: All proposals must set forth:

1. Projects to be conducted.
2. Why the project is needed.
3. Estimated amount to be invested in the project.
4. Plans for implementation of the project.
5. Jobs created or retained (jobs created by construction or renovation do not count).
6. All applicable attachments.
7. Relationship to, and consistency with, current downtown plan.
8. Proposed budget.
9. Photocopies of bids/estimates used to determine budget.

The Main Street Program will evaluate all proposals on the following criteria:

1. Magnitude of the need.
2. The project proposed impacts (solves) the problem.
3. The project proposed has long-term impact on the downtown district.
4. Job creation or retention.
5. Creates or retains viable business.
6. Has potential to have long-term impact on the tax base.
7. Relationship to and consistency with current downtown plan.
8. Private match.

In Agreement with: Kansas Department of Commerce, Business & Community Development
Division 1000 S.W. Jackson St., Suite 100, Topeka, KS 66612-1354.

Incentives Without Walls

Main Street Sterling Revolving Loan Fund

FY2024 Application

1. Applicant Information

Business Name: _____

Name: _____

Title: _____

Address: _____

City: _____

State: _____ Zip: _____

Social Security #: _____

2. Project Information

Name of Project: _____

Address of Project: _____

3. Type of Project (check one)

Major Project: \$1,500 - \$20,000 See guidelines for specific information.

Small Project Loan: \$500 - \$1,500 See guidelines for specific information.

4. Amount Requested

Amount of grant requested by local Main Street program for this project. \$ _____

This money will be distributed locally as a: (check one)

Direct grant to the business

No-interest loan

What is the ratio of the grant to private investment?

If a loan, list the date for final repayment and the interest rate (term may not exceed seven years)

Current IWW Revolving loan fund balance \$ _____

5. Project Narrative

Use the space below to describe the entire scope of the project and justify how it meets at least one of the two categories for eligibility. Be sure to address these areas:

Project description

Magnitude of the need

The project proposed impacts (solves) the problem

The project proposed has long-term impact on the downtown district

Has potential to have long-term impact on the tax base

Relationship to and consistency with current downtown plan

Job retention or creation (include only new jobs created by the completed project. Do not include jobs created by construction or renovation work)

Creates or retains viable business

TOTAL AMOUNT OF FUNDS	\$	\$	\$
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7. Project Schedule

Outline the proposed time schedule for the project (be specific). Keep in mind that the project must begin within 90 days (30 days of an open round project) after funds are awarded, and it must be completed within one calendar year of the award.

8. Resolution

This resolution of support must be approved by the Sterling Chamber of Commerce Main Street Committee and signed by the board chair

A Resolution Endorsing the Application for FY2023 IWW Funds

WHEREAS, the _____ has been created to work to revitalize the downtown business district; and

WHEREAS, the Board of Directors of _____ agree to specifically utilize FY2023 IWW funds in the manner outlined in this application and consistent with the program guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF _____ MAIN STREET

PROGRAM, that we do hereby support the formal request of the FY 2023 IWW funds

Passed and approved this _____ day of _____, 2023

SIGNED: _____ Date _____

ATTEST: _____ Date _____

9. Attachments/Checklist

The following attachments must be included with this application:

Architectural drawings showing proposed changes (if part of this project involves design)

Current photographs of project site (if part of this project involves design)

Footprint map of designated district with location of application project highlighted

Business plan (if this project will assist an existing or new business)

Market analysis or strategic plan (if this project is part of an overall plan for downtown revitalization)

Letter of support from the mayor or city manager of your community. This letter must demonstrate an awareness of the project on behalf of the city, and represent the support of city government.

Photocopies of bids/estimates used to determine budget

Original application and attachments plus one complete photocopy