



*...to champion a healthy, vibrant downtown community!*

## BOARD OF DIRECTORS

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Executive Director

## DEVELOPMENT INCENTIVE PROGRAM GUIDELINES

The Development Incentive Program (DIP) provides partial reimbursement for eligible facade improvements and new construction to property owners and new or expanding Lee District business tenants. The intent of the DIP is to strengthen the economic viability of the Lee District by providing financial incentives for improving the exterior of existing buildings and constructing new commercial buildings. DIP provides an opportunity to preserve the architectural heritage and enhance the unique atmosphere of the Lee District. The best approach to encouraging compatible downtown building design is through preservation of a building's original architectural features whenever possible. The DIP program promotes this intent by focusing on this reimbursement program as a primary business recruitment and retention tool.

Since DIP provides partial reimbursement, the property owner or business merchant may obtain additional financing from any source. All design plans shall be reviewed and approved by the City of Salina and/or the Design Review Board as appropriate to the project.

DIP funds for small projects (Mini-Grants) shall not exceed \$3,499 and DIP funds for large projects (Forgivable Loan for Major Project) shall not exceed \$15,000. However, if a commercial building, less than one ownership, is a multi-tenant building, the tenant of each separate unit with an individual storefront façade and an independent ground floor entry shall be eligible to receive DIP funds. Total DIP funds shall not exceed \$15,000 per unit or \$30,000 for the entire building. If the owner or tenant of a building, which occupies more than sixty (60) feet of storefront, applies for DIP funding, the SDI Board may award additional funds at its discretion. A building's eligibility is renewed annually.

Successful applicants receive disbursement of DIP funds after completion of project, approval of work performed by a final City inspection, and submittal of DIP Final Report Forms and copies of paid invoices for approved expenses to the SDI Executive Director. Additionally, for DIP Forgivable Loans for Major Projects, the property owner must sign an agreement to maintain the improvements funded for the building as rehabilitated for a period of at least 3 years. This agreement shall provide for a lien against the property in an amount equal to the reimbursement amount. This property lien will be subordinate to liens of other lenders. The grantee shall agree to own/occupy the property for a period of three (3) years after the execution of this agreement. The owner/tenant agrees to repay to Salina Downtown Inc. a sum of money equal to one-thirty sixth (1/36) of the amount of the loan for each whole month remaining prior to expiration of the three (3) year period. The agreement shall be filed with Saline County Register of Deeds and transferred upon sale of the property.

## **DEVELOPMENT INCENTIVE PROGRAM Exterior Improvement Mini-Grant Guideline**

### **Eligible Applicants**

Owners and/or tenants of structures located within the Lee District, who are in good standing (Lee District Service Fees current), may apply for DIP funds. Priority will be given to Lee District members. However, non-profit Salina Downtown, Inc. partner businesses whose principal location lies within the Lee District boundary are also eligible to apply for DIP funds.

### **Eligible Buildings**

Any existing or proposed commercial building located within the Lee District, which is owned or leased by an eligible applicant, is eligible for DIP funds. Because DIP is a business recruitment and retention tool, new building construction and building additions – for new or expanding businesses – will be given priority.

Projects approved for DIP funds must comply with all applicable City of Salina codes and ordinances. All projects must obtain a building permit when required by City Code and may require site plan approval by the Salina Planning Commission and the Design Review Board.

This grant program is designed for *small* scale renovation projects to the façade of buildings within the Lee District.

**AVAILABLE FUNDS:** Maximum single project award \$3,499.

**MATCHING REQUIREMENT:** All applications are competitive and require a minimum cash only match of \$2 private investment to \$1 Development Incentive Program (DIP) grant funds. In-kind contributions will NOT count towards the required match.

**ELIGIBLE USE OF FUNDS:** Exterior improvements only. Projects may include but are not limited to:

- Building expansion
- Vacant building redevelopment
- Facade renovation and restoration (emphasis on removal of metal siding and metal awnings) and/or replacement with new coverings or roll-ups
- Work complying with Salina Downtown Design Guidelines, contingent on Design Review Board approval

**INELIGIBLE USE OF FUNDS:**

- Signage
- Projects with no minimum 1.5:1 match
- Projects outside the Lee District boundaries
- In-kind labor of property/business owners
- Interior renovation costs

**APPLICATION REQUIREMENTS:**

- (1) Project Application
- (2) Project description
- (3) Project schedule
- (4) Budget Worksheet
- (5) Photos, drawings and/or plans. (See Application Check List and Budget Worksheet)

**SELECTION CRITERIA:** All projects will be judged on their individual merits and components. The following criteria will serve as the basis of consideration:

- Ratio of matching funds to private investment (minimum 1.5 to 1). Additional consideration given to applicants providing more than the minimum match requirements
- Projects creating new businesses and/or additional employment in downtown will receive additional consideration or priority.
- Project's adherence to Salina Downtown Design Guidelines

**APPROVAL:** Applications are subject to review and approval by the DIP Review Committee with final approval of the Salina Downtown, Inc. Board of Directors. The DIP Grant Review Committee includes two members of the SDI Business Support and Recruitment Committee, one SDI Board member, one Design Review Board member and one member appointed by the Salina City Commission.

**ADDITIONAL REQUIREMENT:** All projects awarded grants must be completed within one calendar year from the official date of the award letter.

**APPLICATION DEADLINE:** Completed applications are due at the SDI office by 12:00 noon Monday, March 15, 2010.

Applications awarded DIP funding will officially be notified by letter.

Application forms are available from Salina Downtown, Inc. (SDI), 120 West Ash Street, Salina, KS 67402-1065 and on line at [www.SalinaLeeDistrict.com](http://www.SalinaLeeDistrict.com).

**DEVELOPMENT INCENTIVE PROGRAM**  
**Exterior Improvement Mini-Grant Application**

Business Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Owner (Contact) \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Property owner \_\_\_\_\_

Property owner mailing address \_\_\_\_\_

Property owner phone \_\_\_\_\_ e-mail \_\_\_\_\_

Main contact for grant application \_\_\_\_\_ business owner \_\_\_\_\_ property owner

**Project description and details on whether this project will**

- (a) serve an existing or a new business
- (b) increase employment and
- (c) also involve interior renovation (interior costs are not eligible for reimbursement and may NOT be used as match). (Attach or use opposite side)

**Project timeline.** Outline the proposed time schedule for the project (be specific). Keep in mind that the project must be completed within one calendar year of the award. (Attach or use opposite side)

**Amount Requested** \$ \_\_\_\_\_ (Maximum request \$3,499)

**What is the ratio of the private investment to grant request?** \_\_\_\_\_:

(Minimum \$2 private: \$1 grant

request)

**ADDITIONAL REQUIREMENTS**

Complete and attach

- Budget Worksheet
- Photographs of the project
- Drawings and/or plans for the project

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



## **Exterior Improvement Mini-Grant Application (continued)**

### **APPLICATION CHECK LIST**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Project Description (Maximum one page)
- \_\_\_\_\_ Project Timeline
- \_\_\_\_\_ Budget Worksheet

### **SUPPLIMENTARY REQUIREMENTS**

- \_\_\_\_\_ Proof that Lee District Service Fees are paid for existing business (must be current).
- \_\_\_\_\_ Professional contractor cost estimates of improvements
- \_\_\_\_\_ Design Sketch (color choices and materials to be used)
- \_\_\_\_\_ Written approval of building owner if the applicant is leasing
- \_\_\_\_\_ Legal description of property

## **DEVELOPMENT INCENTIVE PROGRAM**

### **Exterior Improvement Forgivable Loan Guidelines**

#### **Eligible Applicants**

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- Building expansion
- Vacant building redevelopment
- Facade renovation and restoration (emphasis on removal of metal siding and metal awnings) and/or replacement with new coverings or roll-ups
- Work complying with Salina Downtown Design Guidelines, contingent on Design Review Board approval

**INELIGIBLE USE OF FUNDS:**

- Signage
- Projects with no minimum 2:1 match
- Projects outside the Lee District boundaries
- In-kind labor of property/business owners
- Interior renovation costs

**APPLICATION REQUIREMENTS:**

- (1) Project Application
- (2) Project description
- (3) Project schedule
- (4) Budget Worksheet
- (5) Photos, drawings and/or plans. (See Application Check List and Budget Worksheet)

**SELECTION CRITERIA:** All projects will be judged on their individual merits and components. The following criteria will serve as the basis of consideration:

- Ratio of matching funds minimum \$1.5 private to \$1 DIP. Additional consideration given to applicants providing more than the minimum match requirements.
- Projects creating new businesses and/or additional employment in downtown will receive additional consideration or priority.
- Project's adherence to Salina Downtown Design Guidelines

**APPROVAL:** Applications are subject to review and approval by the DIP Review Committee with final approval of the Salina Downtown, Inc. Board of Directors. The DIP Grant Review Committee includes two members of the SDI Business Support and Recruitment Committee, one SDI Board member, one Design Review Board member and one member appointed by the Salina City Commission.

**ADDITIONAL REQUIREMENT:** All projects awarded grants must be completed within one calendar year from the official date of the award letter.

**APPLICATION DEADLINE:** Completed applications are due at the SDI office by 12:00 noon Tuesday, December 15, 2009.

Applications awarded DIP funding will officially be notified by letter.

Application forms are available from Salina Downtown, Inc. (SDI), 120 West Ash Street, Salina, KS 67402-1065 and on line at [www.SalinaLeeDistrict.com](http://www.SalinaLeeDistrict.com).

**DEVELOPMENT INCENTIVE PROGRAM**  
**Exterior Improvement Forgivable Loan Application**

Business Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Owner (Contact) \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Property owner \_\_\_\_\_

Property owner mailing address \_\_\_\_\_

Property owner phone \_\_\_\_\_ e-mail \_\_\_\_\_

Main contact for grant application \_\_\_\_\_ business owner \_\_\_\_\_ property owner

**Project description and details on whether this project will**

- (a) serve an existing or a new business
- (b) increase employment and
- (c) also involve interior renovation (interior costs are not eligible for reimbursement and may NOT be used as match). (Attach or use opposite side)

**Project timeline.** Outline the proposed time schedule for the project (be specific). Keep in mind that the project must be completed within one calendar year of the award. (Attach or use opposite side)

**Amount Requested \$** \_\_\_\_\_ (Minimum \$3,500, maximum \$15,000)

**What is the ratio of the private investment to grant request?** \_\_\_\_\_ : \_\_\_\_\_  
(Minimum \$1.5 private: \$1 loan request)

**ADDITIONAL REQUIREMENTS**

Complete and attach

- Budget Worksheet
- Photographs of the project
- Drawings and/or plans for the project

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_



## **Exterior Improvement Mini-Grant Application (continued)**

### **APPLICATION CHECK LIST**

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Project Description (Maximum one page)
- \_\_\_\_\_ Project Timeline
- \_\_\_\_\_ Budget Worksheet

### **SUPPLIMENTARY REQUIREMENTS**

- \_\_\_\_\_ Proof that Lee District Service Fees are paid for existing business (must be current).
- \_\_\_\_\_ Professional contractor cost estimates of improvements
- \_\_\_\_\_ Design Sketch (color choices and materials to be used)
- \_\_\_\_\_ Written approval of building owner if the applicant is leasing
- \_\_\_\_\_ Legal description of property