



Applicants must meet the following additional eligibility requirements:

- Business has been in operation for at least three years OR has received the written endorsement of the Kansas Small Business Development Center (Emporia State)
- Applicant owns the property to be improved or has received the express written consent of the property owner
- Applicant is current and not delinquent on all City accounts
- Applicant and/or property receiving improvements has not been awarded a grant through this program within the immediately preceding three-year period
- Improvements must meet the following additional eligibility requirements:
  - Improvements are a capital investment in the property; improvements cannot be for personal property (i.e. improvements will stay with the building and will not leave with its tenant)
  - Improvements must be undertaken after the date of the grant award and after appropriate permits from the City have been obtained
  - For facades, proposed improvement must enhance the surrounding area; for Main Street properties, improvements must complement the historic character of the area.

### **Section 3: AMOUNT OF GRANT AWARDS**

The intent of the Downtown 50/50 Grant Program is to provide small, easily-accessible grant funds to businesses seeking to improve the attractiveness of downtown or add or expand private businesses to downtown. Grant awards shall not exceed \$3000. Grant funding is allocated by the City Council during the regular budget process, based on the Council Grove Economic Development Committee's recommendation. Matching funds are required for grant. City Permit fees for work within the scope of the grant project will be waived – however, applicable permits will still need to be obtained and turned into the City.

### **Section 4: APPLICATION PROCESS**

Grant applications will be accepted monthly and are considered on a first-come, first-serve basis. The intent is to expend all funds budgeted for the Downtown 50/50 Grant Program within the fiscal year. Applicants will complete an application and should schedule a preliminary meeting with the City Administrator's Office prior to submission. Applications will be reviewed and recommendations made to the City Council by the 15<sup>th</sup> of the month following the application.

Applications should be submitted to:

City of Council Grove  
ATTN: Downtown 50/50 Grant  
205 Union Street  
Council Grove, KS 66846

## **Section 5: APPROVAL PROCESS**

All grant awards shall be approved by the City Council, as recommended by Council Grove Economic Development Committee, at a regularly scheduled business meeting. The applicant will be contacted by the City Administrator regarding the result of the application by the end of the month following the application.

## **Section 6: FUNDING DISBURSEMENT**

Grant funds will be disbursed upon the City receiving invoices for the goods, materials, or services required to complete the grant project. After receiving invoices and proof of completion of the project, the City will disburse grant funds to the applicant, contractors, or businesses as required. All projects must be completed within six months of grant approval (extension can be requested, if needed).

## **Section 7: PROVISIONS**

Grants will be subject to reduction or rescission based upon:

- Submission of a fraudulent or inaccurate application.
- Applicant's failure to submit any required supporting information required by the City.
- The applicant's failure to complete the granted project.
- No grant award by the City shall be transferred by an applicant to a third party without City Council review and approval. The City shall be notified by the business of any substantive change in the use of property receiving an incentive.
- The Council Grove Economic Development Committee shall develop internal procedures for consideration of the grants. Such procedures shall be approved, and amended when appropriate, by the City Administrator.
- The award of a grant is subject to approval by the City Council, the appropriation of funds by the City Council, and the limitations of applicable law, including but not limited to the Kansas budget laws and cash-basis laws, as amended. If funds are not appropriated for the purposes of any grant, then grant or application approval notwithstanding, the City shall have no obligation to make grant funds available to any applicant. The City shall have absolute discretion in awarding grant funds, if any, and may award funds to those projects which, in the sole opinion of the City, will be most advantageous to the City with respect to the grant criteria described herein.

## **Section 8: CRITERIA**

Grant awards will be used to improve the attractiveness of downtown Council Grove and add or expand private businesses in downtown Council Grove. Priority will be given to applications which further the efforts of the Council Grove 2025 Comprehensive Plan

and which result in retention and expansion of existing businesses. The criteria for awarding downtown grants are listed in table A below.

**Table A: DOWNTOWN COUNCIL GROVE 50/50 GRANT PROGRAM**

<b>TABLE A: DOWNTOWN 50/50 GRANT – CRITERIA &amp; SCORING</b>			
50 points	Does the proposed project enhance downtown Council Grove?	10	Do the proposed improvements enhance the exterior and/or add structural integrity to the property?
		10	Do the proposed improvements add value to the property?
		10	Are the proposed property within the Historic District (100-300 block of West Main Street)?
		10	Do the proposed improvements enhance the efficiency of resource consumption of the property?
		10	Do the proposed improvements address City code or ADA violations?
50 points	Does the grant application add or expand private business in downtown Council Grove?	20	Is the applicant business new to downtown Council Grove?
		30	Is the applicant business expanding existing operations in downtown Council Grove?