



2024 Commercial Exterior Beautification Program Guidelines

Stewartville Economic Development Authority

Program Intent:

Stewartville's Economic Development Authority (EDA) was established to attract, promote, and develop an economically sound future for the City. The EDA continues to be a professional advocate for the business community; they provide ideas, information, financial packaging, and expertise in business development and retention. The EDA's objective is to make Stewartville an even better place to live, work, and do business.

The EDA established this program with the intention to enhance and improve the outward appearance of buildings and/or other areas of Stewartville's business districts. This program is designed to encourage the beautification of existing property exteriors and enhance the general character of commercial properties located in Stewartville; as such, improvements must be highly visible.

Program Funding:

\$25,000 total has been designated for this program.

Duration:

The Program will accept applications in two rounds. Applications will be reviewed in the order they were received.

Round 1: For commercial properties that have **not** received EDA funding/assistance within the last five years (excluding COVID-19 programming). Applications will be accepted from **January 17, 2024- March 1, 2024.**

Round 2: For all eligible properties. Applications will be accepted from **March 2, 2024-July 31, 2024**, or until all funding has been committed—whichever occurs first.

All projects must be completed with submitted invoices and completion photos on or before **December 31, 2024**. Any projects not completed and/or submitted for reimbursement by that time will not be eligible for reimbursement irrespective of approval.

Matching Grant:

Up to \$5,000

Match Requirement:

Dollar-for Dollar

Eligible Properties:

Existing commercial buildings in Stewartville City Limits. Eligible properties must commercially zoned properties excluding those properties that are used for residential purposes.

**Please note: Property must not have any outstanding obligations to the City (including delinquent payments or property taxes), applicant must either own the property or provide written authorization of the project, and project must have all required permits and approvals (if necessary).*

Eligible Projects:

Projects that enhance and improve the aesthetics of the City's business districts. Projects must be highly visible. See list of eligible project items on the next page.

2024 Commercial Exterior Beautification Program Guidelines Cont.

Stewartville Economic Development Authority

To Apply:

Applicants must submit one complete application including necessary attachments to City Hall by no later than the 2nd Monday of the month for consideration at that month's EDA meeting. The EDA will not consider retroactive approval of projects—**NO WORK MAY BEGIN PRIOR TO EDA APPROVAL.**

Eligible Project Items:

- Painting of building exterior including necessary scraping, repairing and preparation for completion.
- Siding.
- Installations of planters that will enhance the property.
- Permanent landscaping and green space.
- Awnings and canopies (including the installation of new awnings and removal of deteriorating awnings and canopies).
- Brick tuckpointing.
- Power washing of building exterior.
- Installation of brick or stone onto building façade.
- Repair and Installation of cornices, corbels and decorative details.
- Exterior lighting.
- Signage

An applicant may complete an application for a project that includes more than one eligible expenditure; however, a total of \$5,000 may be awarded per property.

All applications will be reviewed in the order they were received.

Applications will be denied if, in the sole opinion of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.

Reimbursement will be provided to approved applicants only after submittal of proof of payment and photos of the completed project.

Any changes in project details or amounts will need to be resubmitted for approval.

Incomplete applications will be neither accepted nor reviewed.

**2024 Commercial Exterior Beautification Program Application
Stewartville Economic Development Authority**

Name: _____ **Date:** _____

Phone: _____ **Email:** _____

Mailing Address: _____

City/State/Zip: _____

Project Address: _____

Project Summary: _____

Total Project Cost: _____ **Total Amt. Requested:** _____

Applicant Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines, the City reserves the right to deny payment. We confirm that if approved, the City may use the approved business' name and information in promotional/publicity materials, events, etc. But for the assistance provided through this program by the Stewartville Economic Development Authority, we would not have the resources to complete this project or to complete this project to the extent that we will with assistance.

Name/Title (Printed)

Name/Title (Printed)

Signature

Date

Signature

Date

NO WORK MAY BEGIN PRIOR TO EDA APPROVAL

Established January 2024

Application Checklist:

Required Application Documentation

- ___ Completed application form.

- ___ Cost estimates from at least 2 vendors (for equivalent project scope)

- ___ Project plans **AND** drawings/sketches.

- ___ Picture of property **before** work begins.

- ___ Email confirmation from [City Clerk Roeder](#) that project is compliant with permitting and ordinances.

- ___ *If property is leased: A copy of lease agreement **AND** written permission from the property owner.*

Required Documentation for Reimbursement

1. Picture of property **after** work is finished.

2. Proof of payment such as paid invoice, receipt, etc.

Should you wish to explore financing options for your project, the following local banks are willing to consider applications.

**Please note, a conversation with or application to one of these banks does not automatically result in approval. All terms and evaluations of applications will be negotiated by and with the individual bank personnel/committees. Furthermore, the listing of banks is provided in alphabetical order. It does not indicate a level of preference or performance.*

- Bremer Bank

- Contact: Mike Rainey
- Email: MARainey@bremer.com

- First Alliance Credit Union

- Contact: Rosalina Fombuena
- Email: rfombuena@firstalliancecu.com

- First Farmers and Merchants Bank

- Contact: Dave Feddersen
- Email: davidfeddersen@ffmbank.com

- ONB Bank

- Contact: Josh Buckmeier
- Email: josh.buckmeier@bankononb.com