****

**Morrison Community Improvement Fund**

**Business Façade & Beautification Loan Program**

**Program Guidelines**

**The Morrison Area Development Corporation’s (MADC) Business Façade & Beautification Loan Program is to assist property owners and tenants in investing and improving properties throughout the Morrison area by providing financial incentives. These funds are designed to help owners rehab and preserve properties that will allow for business retention and new business attraction to Morrison. This program provides loan funds for exterior improvements to a property owner’s or tenant’s commercial building that will be aesthetically pleasing and conforming to local design guidelines. This program is funded by the Morrison Area Development Corporation.**

**The Property Improvement Program is available to all commercial properties within the 61270 zip code.**

**This reimbursement program is administered by the Morrison Area Development Corporation (MADC). Funding is limited and is awarded on a first-come, first served basis. Property owners who propose to install at least $5,000 of total eligible improvements are eligible to receive a loan equal to 50% of eligible costs with a maximum loan of $5,000. The loan shall be at 0% interest and repaid monthly over a three year period on the first day of each month until fully repaid. All projects should be ready to complete at the time of application; however, not yet started. Upon application approval, applicants shall pay all fees/costs related to the improvements. The Morrison Area Development Corp. will then reimburse the applicant for pre-approved, eligible expenses.**

**There is also a Building Improvement Program administered by the City of Morrison. This is ONLY for properties that lie within the Historic District. Applicants that have property within that district ARE eligible to apply for both this program and the City of Morrison’s program.**

**Funding Available**

**Total MADC funding for this program shall be $20,000 per calendar year.**

**\*NOTE: All awards are subject to a recapture agreement which will be exercised in the event the property is sold or otherwise conveyed within the three year loan period.**

**Eligible Uses**

* **Awnings (installation of new or repair/replacement)**
* **Painting and/or Exterior Surface Treatment (stucco/tile/stone/brick replacement/repair)**
* **Repair/Restoration of Façade**
* **Exterior Lighting (installation of new or repair/replacement)**
* **Window/Door Replacement (or creation of new entrances/doors/windows)**
* **Exterior improvements for purposes of ADA (Americans with Disabilities Act compliance) (ramps/doors/openers/walks/guardrails/etc.)**
* **Repair of non-original materials that cannot be removed due to deterioration**
* **Repair/Replacement of original building materials and decorative details that are missing (cornices/eaves/etc.)**
* **Other improvements visible from street that have a positive impact on the building appearance.**

**Ineligible Uses**

* **Signage**
* **Roof Repairs**
* **Construction of New Buildings**
* **Structural Additions to Existing Buildings**
* **Purchase of Property and/or Buildings**
* **Equipment**
* **Interior Fixtures & Furnishings**
* **Inventory or Operating Capital**
* **Improvements determined to be regular maintenance required for compliance with local codes after notification or citation for noncompliance**
* **Demolition and Related Expenses**
* **Substantial Reconstruction**
* **Interior Remodeling (outside of a display window that is being replaced)**
* **Purchase of Furnishings/Equipment/Personal Property not part of real estate**
* **Improvements Completed Prior to Approved Application and Without Written Bids**
* **Improvements Performed by Contractors Not Possessing Current Licenses**
* **Improvements Made without Obtaining a City Building Permit (if required)**
* **Permit/Design Fees**

**Eligible Applicants and Projects**

**Property/Business Owners who have applied and received a prior Business Façade and Beautification Program Loan must have repaid the funds prior to submitting a new request. Funds must be repaid within three years of receipt of the reimbursement.**

**Application Process**

* **Determine if your property is eligible for the program and if the project falls within the guidelines for the Business Façade & Beautification Loan Program.**
* **Define the scope of proposed improvements which will likely require meeting with architects and/or other appropriate design professionals (some projects may require consulting with a contractor only).**
* **Contact the City to schedule a review of the project with the Historic Preservation Commission to verify if a Certificate of Appropriateness is required.**
* **The program year runs January 1 through the last day of December. Applications will be accepted for the new year beginning January 1.**
* **Submit the attached required application and additional requested documents noted on the application form.**
* **Please allow for a 30-day review process for all applications from the submission date.**

**Evaluation Criteria**

* **Eligible Properties: Any commercial property within the 61270 zip code.**
* **Minimum Total Project Cost For Eligible Improvements: $5,000**
* **Maximum Project Cost and Reimbursement Criteria: 50% of total project cost for a maximum loan in the amount of $5,000.**

**Post Application Procedures**

* **Upon approval notification you will work solely with the Morrison Area Development Corporation for any and all changes to the work approved for the program and changed during the process.**  **If applicant desires to make any changes in the project, applicant will obtain written approval from MADC before implementing such changes. Applicant understands that MADC is not required to approve changes. Further, that all work performed is subject to development standards, building and property codes, and permit requirements of the City of Morrison as applicable.**
* **A change order does not mean it is an allowable expense. If you do not receive approval from the Morrison Area Development Corporation’s Community Improvement Fund Program Review Committee you will NOT be reimbursed for said changes even if they are eligible expenses and comply with the program.**
* **All work must be consistent with the approved Detailed Scope of Work as outlined in application and must begin within two months of project approval and be completed within twelve months of the approval, unless specifically agreed upon by both parties (applicant and Morrison Area Development Corporation). Applicant further understands failure to complete approved improvements within the 12-month time frame may result in forfeiture of the loan funds. Applicant agrees to submit a request for reimbursement of funds within sixty days of project completion and understands that failure to do so may result in the loss of said reimbursable funds.**
* **During the period of construction, applicant agrees to keep in full force and effect a policy of commercial liability insurance in the amount not less than one million ($1,000,000) dollars and to name the Morrison Area Development Corporation as additional insured on such policy. The applicant further agrees to indemnify and hold harmless Morrison Area Development Corporation from any and all claims arising out of the work performed.**
* **Applicant gives the Morrison Area Development Corporation the right to use any pictures, renderings and descriptions for any and all work for any and all promotional purposes by the Morrison Area Development Corporation.**
* **Upon completion of the project you will need to submit photos of the completed work, copies of the final, paid invoice and cancelled checks for reimbursement. Upon review and approval of all documentation a check will be made available to the program applicant (not the contractor) for the pre-approved reimbursable expense amount.**

****

**Morrison Community Improvement Fund**

**Business Façade and Beautification Loan Program**

***Program Application***

**Applicant Name**

**Address**

**Phone Email**

**Project Address**

**Year Purchased Year Built**

**Property Owner (if different than applicant)**

**Business/Company Name**

**Name of Tenant Lease Expiration Date**

**Description of Desired Improvements (please attach additional information if needed)**

**Provide a description of the property**

**What is the intended use of the building?**

***Morrison Business Façade & Beautification Loan Program Application ---- Page 1***

**Do you have property insurance? Yes No**

**Is the building currently occupied? Yes No**

**If no, when was the last time it was occupied and when do you anticipate opening?**

**I, , hereby submit this application to the Morrison Area Development Corporation (MADC) to participate in the Business Facade and Beautification Loan Program. I also agree to comply with the attached Business Façade & Beautification Loan Program Guidelines and to the following:**

* **That I have read and understand and will abide by the MADC Façade and Beautification Loan Program guidelines.**
* **That all work under the scope of this Façade Loan Application must begin within 2 months of project approval, and be completed within 12 months of the approval, unless otherwise specifically agreed to between the parties. Applicant further understands that failure to complete the improvements within such time period may result in forfeiture of the loan funds. Applicant agrees to submit a request for funding of the loan within sixty days after the completion of the work and understands that failure to do so may result in the loss of the loan.**
* **That the loan will be advanced to applicant only upon completion of all work and all paid invoices related to said work, with receipts/cancelled checks, are submitted to MADC for review. Loan monies will be paid directly to the Applicant, not the Contractor.**
* **During the period of construction, Applicant agrees to keep in full force and effect a policy of commercial liability insurance in an amount not less than one million ($1,000,000) dollars and to name MADC as additional insured on such policy. Applicant further agrees to indemnify and hold harmless MADC from any and all claims arising out of the work performed.**
* **That Applicant will notify MADC immediately if their interest in the subject property changes in any way. This Agreement is not assignable by Applicant without prior written approval of MADC which will not be unreasonably withheld. Failure to notify and receive approval from MADC of changes will void this agreement between Applicant and MADC.**

***Morrison Business Façade & Beautification Loan Program Application ---- Page 2***

**Submission Checklist**

* **$100 Application Fee (Due upon approval)**
* **Detailed Scope of Work: Must identify all improvements, construction methods, building materials, and costs must be broken down by task. In general, this scope of work should be prepared by the contractors in the form of written bids which are attached to the application.**
* **W-9 Form filled out by applicant (include Federal Tax ID Number or social security number for individual)**

**Estimated Total Project Cost:**

**Estimated Eligible (Reimbursable Expenses):**

**Amount of Morrison Community Improvement Funds Requested:**

**Application Signature Date**

**Property Owner Signature Date**

***(If different than applicant)***

***Morrison Business Façade & Beautification Loan Program Application ---- Page 3***

**Total Reimbursement Amounts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Estimated Cost** | **Reimbursement Percentage** | **Total Maximum Loan** |
| **Routine Maintenance Improvements** |  |  |  |
| **Historic Preservation Improvements** |  |  |  |
| **Building Improvements** |  |  |  |
| **Architectural Services** |  |  |  |
| **TOTAL** |  |  |  |

**NOTE: ALL WORK MUST BE COMPLETED WITHIN ONE YEAR OF APPROVAL. EXTENSIONS MAY BE GRANTED BY THE REVIEW COMMITTEE IF MADE PRIOR TO ONE YEAR COMPLETION REQUIREMENT. UNEXPECTED CHANGES IN OWNERSHIP/TENANT/OCCUPANT OF THE BUILDING AFTER APPROVAL BUT BEFORE COMPLETION MAY DISQUALIFY THE AGREEMENT FOR FUNDING.**

**Failure to include any attachments may result in the delay of processing and review of the application. Please review the following are included in your application submission.**

* **Completed and signed application**
* **Building plans, drawings, elevations & details (for any architectural enhancements, structural changes, window and door installation and/or brick restoration)**
* **Copies of bids for all proposed work**
* **Paint color and material samples, as applicable**
* **Current photo(s) of property**
* **Design rendering of completed project**
* **Proof of insurance**
* **Any necessary city, county, state building permit requirements**
* **Certificate of Appropriateness from Morrison Historic Preservation Commission**

**Please return all completed applications, along with required documentation, to:**

**Morrison Area Development Corp.**

**221 W. Main Street**

**Morrison, IL 61270**

 ***Morrison Business Façade & Beautification Loan Program Application ---- Page 4***

**Changes to Project After Approval**

**Any revisions, changes or subtractions to the approved scope of work will result in the applicant being ineligible for loan funds unless prior authorization is given by the Morrison Area Development Corp. Request for revision must be submitted in writing to the address above along with the proposed changes. Please plan for approximately 30 days review time for changes. If all materials are complete upon change request review may not take that long.**

**Project Completion/Submission for Reimbursement**

* **Proof of payment – Loan amount may be adjusted based on changes in cost.**
* **Proof of any required inspections**
* **Photos of completed work to ensure the project adhered to the approved design. Photos must be thorough, detailed and complete.**

***NOTE: If the review committee finds materials to be compliant with the original approved proposal, funds may then be disbursed to applicant.***

***Please direct any questions regarding the application to***

***Kim Ewoldsen, Executive Director, Morrison Area Development Corp. via email at*** ***director@morrisonareadevelopment.com*** ***or at 815-600-6267.***

 ***Morrison Business Façade & Beautification Loan Program Application ---- Page 5***