



Fond du Lac County Façade Improvement Program Guidelines

PURPOSE/MISSION

- To improve the business climate in downtowns in Fond du Lac County
- To improve the front facades and building condition of taxable properties in Fond du Lac County
- To increase the tax base
- This mission will also enhance the quality of life in Fond du Lac County

Fond du Lac County has made a onetime appropriation of \$45,000 to enhance the building improvement programs within the County by providing additional façade improvement funds at a maximum of \$2,000.

This program may be utilized in conjunction with the other façade improvement programs established by municipalities and downtown entities within Fond du Lac County. If a municipal program is stricter than the County program the municipality will follow the more strict guidelines. The intent of this program is to have a majority of the work done on the front façade of the building. Front façade is defined as the front entrance and on a main thoroughfare and the most visible to public.

As a matching grant program, Fond du Lac County through the Fond du Lac County Economic Development Corporation (FCEDC) will reimburse the property owner for up to 50% of the expense, up to a maximum of \$2,000.00. *Private investment in the project must be at least 50% of the total project cost thus a maximum of 50% of the total project cost may be publicly funded through this program or any other public program(s).*

Funds will be disbursed on a first come first serve basis until the funds are exhausted. FCEDC will accept the applications and then forward to the governing body. The date the application is received at FCEDC is the date the application is considered received for eligibility to the program pending all requirements of the program are met. FCEDC will forward to the governing body and the governing body must approve the application. Once approved and the governing body receives receipt(s) and confirmation that the project is finished and is in accordance with the local approval then it can be submitted to FCEDC for reimbursement.

There is a 180-day time frame to complete the project once approved by the governing body; if the time frame is exceeded the project must restart the application process.

ELIGIBLE APPLICANTS

Property owners and businesses within downtowns or central business districts within Fond du Lac County are eligible for a maximum of \$2,000.00 in matching grant funds for improvements made to the exterior of their front façade per tax parcel.

No application will be accepted for consideration on behalf of an individual or entity that is delinquent in their taxes or assessments. Neither the grant recipient nor the landlord (if not the same entity) can be delinquent on any property taxes, special assessments or utility bills in the local municipality or county on any property.

DESIGN GUIDELINES

All applicants shall utilize the design standards set forth by the local municipality as a guideline for improvements to buildings located in the local municipality.

Note: All improvements, including signage, awnings, and lighting, must comply with all zoning requirements.

ELIGIBLE ACTIVITIES

- Façade renovations/restoration/reconstruction
 - Window upgrades
 - Door upgrades
 - Display windows
 - Transoms
- Signage
- Awnings
- Structural repair
- Tuck pointing & masonry repair
- Exterior lighting – upgrades
- New construction
- Structure additions to buildings

INELIGIBLE ACTIVITIES

- Basic property maintenance
- Roof
- Special assessments – including but not limited to sidewalk repairs
- Residential property improvements
- Painting
- Purchase of property
- Equipment
- Interior furniture or fixtures
- Inventory or operation capital
- **Infrastructure projects**
- **Municipal projects**
- **Non-taxable properties**

All work must be done by a licensed contractor located in Fond du Lac County

PROCESS

- a. Applications are distributed and collected by FCEDC:

*Fond du Lac County Economic Development Corporation
116 N Main Street
Fond du Lac, WI 54935*

- b. Completed applications are reviewed on an as needed basis by the governing body, which has discretion over the program. Applicant(s) should attend the scheduled meeting.
- c. Notification of approval/denial will be provided to the applicant by the governing body within thirty (30) days of receipt of application. **Note that the project must be approved prior to any of the work taking place.**
- d. Appropriate documentation, such as receipts or paid invoices, must be submitted to the governing body for fund reimbursement upon completion of the project. **Note the project must be completed within 180 days of grant approval.**
- e. FCEDC will reimburse the applicant within 30 days of confirmation of a complete project from the governing body.

APPLICATIONS

- a. Completed Façade Improvement Program application form (attached)
- b. Completed Project Costs and Funding Worksheet and Release of Information Letter (attached)

For questions about the program call FCEDC at 920.929.2928

Fond du Lac County Façade Improvement Program Application

Applications missing information will be deemed ineligible and will be returned for completion.

Applicant Name: _____

Applicant Contact Address: _____

Phone: _____ Fax: _____ Email: _____

Relationship to Property (owner/tenant): _____

If tenant: Name of Business: _____

Property Address: _____

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Brief Project Summary:

Total Project Cost: \$ _____ Total Grant Request: \$ _____

Is the project is receiving funding from another locally funded program? Yes ____ No ____

If yes: Date of Approval _____ Total Grant Awarded: \$ _____

Required attachments:

- Project Costs Funding Worksheet and Release of Information (attached)
- Project estimates - final estimates for project from licensed contractors in Fond du Lac County
- Current photo(s) of property
- Project plan or drawing(s) of work to be done
- Paint color(s) or material sample(s), if applicable

Application must be hand delivered to: Fond du Lac County Economic Development Corporation (FCEDC) at 116 N Main Street in Fond du Lac between the hours of 8:30a.m. and 4:30p.m. Monday – Friday.

For questions about the program call FCEDC at 920.929.2928

To Be Completed by FCEDC

Date Received: _____ Date Forwarded: _____

Fond du Lac County Façade Improvement Program
Grant Request Project Costs Funding Worksheet and Release of Information

Grant Request Project Costs Funding

Eligible Grant Expenses: (Exterior improvements are the only eligible expenses)

Masonry Work \$ _____

Windows \$ _____

Doors \$ _____

Awnings \$ _____

Signage \$ _____

Lighting \$ _____

Electrical \$ _____

Other: _____ \$ _____

_____ \$ _____

_____ \$ _____

Est. Eligible Expenses: \$ _____

Fond du Lac County Façade Improvement Program

Release of Information

To Whom It May Concern:

I hereby authorize the Fond du Lac County Economic Development Corporation (FCEDC) permission to share all application materials with the local municipalities, committees and members who will be reviewing my application. I acknowledge that information provided to FCEDC and the communities may be released as part of the program requirements and in the reporting and promotion of the program. I acknowledge that I am to attend the municipal meeting in which this request will be reviewed and that the governing body will notify me of that meeting.

Signed,

Name (print): _____

Signature: _____

Date: _____

Addendum A

List of participating municipalities in Fond du Lac County and the body responsible for the grant application approval if not the local municipality:

City of Fond du Lac – Downtown Fond du Lac Partnership
City of Waupun – Community Development Authority
City of Ripon – Main Street
Village of North Fond du Lac – Plan Commission
Village of Campbellsport – Campbellsport Chamber of Commerce
Village of Brandon
Village of Eden
Village of Fairwater
Village of Mt. Calvary
Village of Oakfield
Village of Rosendale
Village of St. Cloud
Town of Alto
Town of Ashford
Town of Auburn
Town of Byron
Town of Calumet
Town of Eden
Town of Eldorado
Town of Empire
Town of Fond du Lac
Town of Forest
Town of Marshfield
Town of Metomen
Town of Oakfield
Town of Osceola
Town of Ripon
Town of Springvale
Town of Taycheedah
Town of Waupun