

# ELKHART URBAN ENTERPRISE ASSOCIATION

## FACADE & PLACEMAKING GRANT GUIDELINES

### PROGRAM PURPOSE AND PRIORITIES

The Elkhart Urban Enterprise Association (EUEA) Facade and Placemaking Grant Fund has been established for **locally owned** Elkhart businesses making impactful investments in commercial properties. Our mission includes facilitating positive community and economic development outcomes by encouraging community partnerships that result in outcomes that support small business growth, increase housing opportunities, and preserving historically contributing buildings.

The purpose of this program is to encourage projects that improve the appearance, function, safety, and long-term viability of commercial buildings while contributing to broader community and economic development goals.

### AWARD AMOUNT

Under the Facade and Placemaking Grant Fund, **EUEA provides grants of up to \$5,000 per project**. To maximize the impact of EUEA funding, **applicants are required to provide a 1:1 private match**, which can include cash, eligible in-kind contributions, or other documented resources.

Applicants are encouraged to request only the amount necessary to complete the proposed project and to clearly document all sources of matching funds. Funding is not guaranteed, and prior awards do not ensure future funding.

### OTHER QUALIFICATIONS

Applicants must be property owners or locally owned businesses operating in Elkhart and in good standing with all applicable local, state, and federal requirements. Tenants may apply only if they provide documentation showing that the requested improvements are permitted under the terms of their lease or provide a letter of support from the property owner.

Grant funding is provided only for new projects. Projects that have already received building or improvement permits or have begun work prior to approval of their application are not eligible for funding.

If the work is to be completed by a contractor, applicants must submit multiple quotes as part of the application process and are required to contract with the lowest qualified bidder.

### USE OF FUNDS

Facade and Placemaking Grant funds are intended for capital improvements that enhance the appearance, functionality, or long-term viability of commercial properties in Elkhart.

Eligible improvements may include signage, awnings, exterior lighting, window or door replacement or repair, exterior painting, minor facade detailing, murals, public art, and

placemaking features. Placemaking features are elements that enhance public areas and create a more welcoming, engaging, and visually appealing environment, such as outdoor seating areas, decorative planters, pedestrian oriented design features, and other improvements that contribute to the overall character of the public space.

Funds may not be used for routine operating expenses, ongoing business expansion, projects unrelated to the approved building improvements, or reimbursement for work completed prior to grant approval.

All proposed uses of funds must be clearly documented in the application and justified as necessary to complete the project. If awarded, EUEA will pay contractors, vendors, or service providers directly whenever possible, rather than reimbursing the applicant.

## **REPORTING**

Recipients are required to provide documentation demonstrating the need for funds and how they will be used. Required documents may include, but are not limited to:

- Tax returns for the past two years
- Profit and Loss statements for the past two years
- Project budget, highlighting use of funds
- Information on matching funds, including commitment letters or proof of the required private match
- If the applicant is a tenant, documentation showing approval of the improvements under the lease or a letter of support from the property owner
- Contractor quotes, estimates, or other supporting documentation related to the proposed work

Recipients may also be required to submit photos of completed work, copies of final invoices, and a brief summary of the completed project and its impact on the property or business.

## **SUBMISSION AND CONTACT**

Applications and inquiries may be dropped off, mailed, or emailed to:

Development Services – Elkhart Urban Enterprise Association  
c/o Drew Wynes

201 S. Second Street (Office Location)

229 S. Second Street (Mailing Address)

Elkhart, Indiana 46516

574-338-1895

[Drew.Wynes@cityofelkhartin.gov](mailto:Drew.Wynes@cityofelkhartin.gov)

Applications will be date stamped and reviewed by the EUEA Board in the order received.

# ELKHART URBAN ENTERPRISE ASSOCIATION FACADE & PLACEMAKING GRANT APPLICATION

## CONTACT INFORMATION (Please print or type)

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

Address: \_\_\_\_\_ City: Elkhart State: IN Zip: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Are you the property owner or tenant? \_\_\_\_\_

*If tenant, please provide documentation showing that the requested repairs or improvements are your responsibility under the lease, or provide a letter of authorization from the property owner.*

I, \_\_\_\_\_ (Print Name), am formally requesting a grant of

\$ \_\_\_\_\_ on behalf of my business, \_\_\_\_\_

## PROJECT DESCRIPTION

1. **Describe the building improvement project:** What improvements are being proposed and what issue or opportunity will the project address? Please include any renderings, drawings, or photos of the proposed enhancements, if available.

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2. **Current Conditions:** Please describe the current condition of the building or property area to be improved and the specific work that will be completed with grant funds. Please include photos of existing conditions as part of your application.

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3. **Timeline:** When do you expect the project to begin and when do you expect it to be completed?

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4. Has any work already begun on this project? If yes, please explain.

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**FUNDING AND OTHER RESOURCES**

5. Is this request part of a larger building improvement project or fundraising effort? (current or future)

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6. Has funding been sought from financial institutions, other grant programs, or other sources? If so, what was the outcome?

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7. List all sources and amounts of matching funds or other financial resources that will support this project

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**IMPACT AND OUTCOMES**

8. Please describe the outcomes of the project and how it will support the EUEA mission, including small business growth, placemaking, or neighborhood improvement.

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*If more space is needed, please attach/submit document with application*

By signing below, you represent that all information in this application is accurate and complete, that you are authorized to establish contracts, and that no bankruptcy proceedings are in progress or anticipated which involved you and/or your business/or organization.

*EUEA is not obligated to approve a grant to you and/or your business, and we may retain this application whether a grant is given.*

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_