

# **Historic District Lower Story Retail Renovation Grant Application Guidelines**

The purpose of the Historic District Lower Story Retail Renovation Grant is to provide a financial incentive to historic downtown Winchester property-owners, to improve their buildings while retaining the historic character of the district. The Lower Story Grant will match 25% of eligible improvements up to \$3,000.00 per fiscal year, per building. The intention of this program is to provide financial resources to encourage new businesses to occupy renovated historic buildings in Downtown Winchester. Applicants will send in the application, with required documentation. Once the grant(s) are approved, turn in receipts to receive funds. Grants are funded by the Downtown Development Investment Fund (DDIF).

## **Eligible Improvements**

- Structural renovations to facilitating the business, including (but not limited to) walls, electrical updates or installations, removal of existing materials (in tandem with finished renovations), plumbing updates, adding or updating HVAC systems, adding or updating sprinkler systems.
- Other improvements not listed above may qualify on a case-by-case basis by the DDIF Committee.

## **Program Parameters**

- Lower Story Retail Renovation Grant will match 25% of eligible improvements up to \$3,000 per fiscal year, per building.
- Individual properties are limited to receiving one (1) individual Lower Story Retail Renovation Grant per fiscal year, per property.
- The building must be located within the Downtown Historic District (see map).
- Completed applications must be submitted to and approved by the DDIF Committee preferably prior to commencement of work. Retroactive grants are available to projects completed 1 year prior of submission.
- Paint, window treatments and acoustic ceilings are not eligible for this grant.
- Lower Story Retail Renovation Grant is to reimburse costs for labor and materials only.

- Verification of the Roof's age and condition to be certified and submitted along with this grant's application. Lower Story Retail Renovation Grants will not be issued to buildings with faulty roofing systems.
- Basements are not eligible for this grant.
- Verification of project completion must be submitted and approved within one hundred and eighty (180) days from the date the Lower Story Retail Grant application is approved. Appeals for extensions must be filed no later than thirty (30) days from expiration of the above deadline, and may be granted at the discretion of the DDIF Committee.
- Once project is completed, applicants must submit an "end-of-project" summary including applicable receipts, work orders and photographs, which will be verified on-site by the MSW Executive Director or a representative from the DDIF Committee.
- Applicants shall comply with all applicable building codes and the Winchester Zoning Ordinance, and remain in compliance. Failure to do so will result in immediate forfeiture of all grant monies awarded, or mandated reimbursement of grant monies received.
- Façade grant and Lower Story Retail grant are not interchangeable and cannot be applied for, for the same items or improvements.

## **Summary**

All decisions relating to awarding Historic District Lower Story Retail Renovation Grant monies are made according to the above criteria. Grants will be awarded as funds are available, and upon DDIF Committee review and approval. Applicants will be notified in advance, the date the DDIF Committee will meet, and are welcome to attend. Priority consideration will be given to applicants who meet the following criteria:

1. A financial commitment from the property owner to complete improvements at or above the 25% match fund of the Historic District Lower Story Retail Renovation Grant.
2. Rehabilitation will match or exceed current code requirements.
3. Date the completed building/space will be available for use.

Total renovation grant funds available will be limited to \$18,000.00 per fiscal year, per building. For questions related to the submission of a Historic District Lower Story Retail Renovation Grant Application, contact Main Street Winchester Executive Director, Rachael Boyd at [RBoyd@winchesterky.com](mailto:RBoyd@winchesterky.com). Since this application utilizes public grant monies, please submit all questions relating to the grant application or parameters to the Executive Director at email listed above.

# Historic District Overlay Map



0 125 250 500 750 1,000 Feet

Base data provided by the office of Clark County Geographic Information System (CCGIS) Consortium, September 2014