



**BUILD YOUR BUSINESS**  
with the

# **BUSINESS IMPROVEMENT GRANT**



Receive a match up to

**\$2500!**

**Guidelines and application at  
[reedsportmainstreet.com](http://reedsportmainstreet.com)**

**Round Three Deadline: December 31, 2023**



Reedsport Main Street Program  
541-271-3603 x1008  
451 Winchester Ave Reedsport, OR 97467

# Past projects include:

- **New signage**
  - **Roof repairs**
  - **Exterior paint**
  - **Exterior lighting**
  - **Structural repairs**
  - **Facade improvements**
  - **Exterior murals**
- ...and more!**



Reedsport Main Street Program 541-271-3603 x 1008 [mainstreet@cityofreedsport.org](mailto:mainstreet@cityofreedsport.org)

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**BUSINESS IMPROVEMENT GRANT**



Reedsport Main Street Program  
City of Reedsport  
451 Winchester Ave  
541-271-3603 ext. 1008



## THE 2023 REEDSPORT MAIN STREET BUSINESS IMPROVEMENT GRANT GUIDELINES AND APPLICATION PROCESS

### WHAT IS THE BUSINESS IMPROVEMENT GRANT?

Buildings are the most important physical component of a business district, economically, functionally, and aesthetically. With this in mind, the Reedsport Main Street Program, herein referred to as “RMSP”, and the City of Reedsport’s Urban Renewal District Agency have partnered to offer the Business Improvement Grant, herein referred to as “BIG” to local business owners. The purpose of the grant is to assist in preserving and enhancing the commercial buildings in our community by providing financial assistance to those engaging in projects to develop their businesses through structural improvements.

The essential goals of the BIG are to provide financial assistance to property owners to:

1. Improve the structural integrity of commercial buildings in the City of Reedsport.
2. Restore the functionality of commercial buildings.
3. Make the business district more useful to business owners and clientele.
4. Encourage additional business investment opportunity and improvements.

### ELIGIBLE PARTICIPANTS & PROJECTS

Any active business owner within the Reedsport Urban Renewal District may apply; however, funding is limited and preference will be given to businesses located within the downtown district for small independently-owned commercial businesses (see attached map). Large corporations, banks, and franchises are not eligible. Project awards are not limited to a single building and can be multiple buildings under one owner or business.

If changes are desired after a proposed project has been approved for funding, reevaluation and approval must first be obtained from RMSP. Unapproved changes to the project that affect the eligibility criteria may result in the forfeiture of grant funds.

The site proposed for any grant-funded improvements must not have any pending code enforcement action or be in violation of the adopted International Property Maintenance Code, the Reedsport Municipal Code, Land Development Code regulations, or any other regulations, codes or laws governing the business. The applicant is required to obtain all necessary permits required for the project. The building must either have an active business operating at the location or be actively looking for a commercial tenant (i.e. for rent or lease); vacant store spaces will not be considered for funding. All projects must comply with all relevant local, state and federal laws and codes.

The Reedsport Main Street Program reserves the right to request additional information if necessary for evaluation of the funding request and to modify the guidelines and rules as needed.

### **GENERAL ELIGIBLE PROJECTS**

1. Exterior and interior improvements intended to restore and rehabilitate, include but are not limited to:
  - Repair of Roofing, doors, windows and/or trim.
  - Insulation
  - Brick façade tuck pointing (involves repairing the mortar joints by coordinating the color of the mortar to match the brick, creating the illusion of very fine joints within the wall, and is ideal for historical buildings and brick structures where the mortar is noticeably wearing away)
  - General storefront rehab or restoration
  - Removal of false façade
  - Upper façade restoration
  - General abatement
  - Accessibility (ADA) improvements
  - Restoration projects, including removal of slip sheathing or other treatments
  - Exterior and Interior lighting
  - Landscaping/planter boxes
  - General painting or paint removal, including windows and doors.
  - Murals
  - Improved visibility of window displays

### **GENERAL INELIGIBLE ACTIVITIES**

1. Ineligible projects and activities include, but are not limited to:
  - Working capital
  - Financing or inventory
  - Financing of building acquisition
  - Refinancing existing debt
  - Inappropriate restoration activities such as adding a false façade, restorations that reduce the integrity and the strength of building structures, and changes to structure that can be disruptive to other businesses
  - Sidewalk or parking improvements
  - Inappropriate or non-approved design or materials such as bright colors that are distracting and materials or design elements that are not true to the original design
  - Professional design and engineering services except as part of an approved project

## **MATCHING FUNDS**

Matching funds are required and can be met with in-kind contributions (such as services, materials, equipment, or labor committed or received at a conservative value that would otherwise be paid from the project budget). Projects can be greater or less than \$5,000, however funding from RMSP will not exceed 50% of the total project cost, or \$2,500.

Labor will be paid where licensed contractors perform the work. Otherwise labor will contribute towards the application match (\$31.80 an hour as of April 19, 2023 according to the Independent Sector's value of volunteer time). Grant money is subject to the RMSP Board of Directors' approval and available funds.

## **REIMBURSEMENT**

Funds will be disbursed on a REIMBURSEMENT basis ONLY; accurate and timely receipts are required to receive funds. Receipts can include, but are not limited to, bills, invoices and receipts with proof of payment. Disbursement requests older than six months or from expenses incurred prior to application approval will not be honored. Applicant must pay for the total costs of materials and labor and then apply for reimbursement at the completion of the project and fulfillment of the grant agreement.

## **PARTICIPATION**

Upon selection for grant funding the applicant or their designee are required to serve on the board of director's or on one of the four committees established by the RMSP, for a minimum of one year (12 calendar months). Failure to do so will disqualify applicant from future grant opportunities.

## **REEDSPORT DESIGN STANDARDS AND STYLE**

The intent of the design standards is not to require all building improvements to look the same, but rather to require buildings to contain certain design elements in common to create a more unified overall appearance. (Please see "The Secretary of the Interior's Standards for Rehabilitation" at <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> .)

When selecting colors, the selection should be chosen from the "Historical Colors" by Sherman Williams (See <https://www.sherwin-williams.com/homeowners/historic-collection/interior-historic-colors> for interior colors and <https://www.sherwin-williams.com/homeowners/exterior-historic-colors> for exterior colors). ***Paints do not need to be sourced from Sherman Williams, but should match an existing Sherwin Williams color.***

Color schemes are available through our local hardware store or online. The BIG values high design standards and creativity while encouraging solutions that achieve these goals affordably so that businesses and property owners are benefited rather than burdened by the revitalization process.

## **SELECTION CRITERIA**

RMSP will consider the following criteria when reviewing applications:

1. Will the project add jobs?
2. Will the project cause an unusable space to become useable?
3. Is the project visible from Highway 101 or 38? (ranking purposes only)
4. Has applicant been awarded the BIG in the past? (ranking purposes only)
5. Is the project vital to the operations of the business?

## **APPLICATION**

An agreement between the building and/or business owner and RMSP must be included in the application. Use of local qualified contractors and suppliers is highly encouraged, but not required. Projects should be ready to proceed at time of application approval by RMSP. Applicants may only receive funds one time per 12-month period as funds are limited.

## **HOW TO APPLY**

1. Complete the brief application and agreement.
2. With your application, provide a description of the project, including color photos of the existing building conditions and sketches/photos/plans of the proposed improvements.
3. Provide a project budget, including grant amount, in-kind donation, and additional funding needed for each project item.
4. RMSP will work with you to study possible solutions for your project. Design assistance must occur before the project begins.
5. After reaching final design plans, complete the application and submit it to the Main Street Liaison for review.
6. Include copies of formal quotes, estimates, proposals, sales orders, etc. from contractors and retailers.

The Reedsport Main Street Design Committee will review applications for completeness and determine if funding is to be recommended. Recommendations on grant applications will be made at the meeting of the Main Street Board of Directors; if recommendations are approved by the Board, applicants will receive a letter of award. Applications are accepted year-round, and are reviewed by the committee once every quarter (every 3-months). At least two grants per quarter will be awarded, unless additional funds are available.

If funding for projects outside of the Urban Renewal District become available, a special grant cycle will be provided for businesses to participate.

Please contact the RMSP Liaison with any further questions on the BIG at:

541-271-3603 ext. 1008, or at [mainstreet@cityofreedsport.org](mailto:mainstreet@cityofreedsport.org)

Reedsport Main Street Program

451 Winchester Ave. Reedsport, OR 97467

[www.ReedsportMainStreet.com](http://www.ReedsportMainStreet.com)



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**Business Improvement Grant Program Application and Agreement**

**I. Applicant Information**

**Date:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

(Business Address shall be the location for proposed improvements)

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Is the applicant also the property owner?

Yes  No (If no, owner must sign under "Owner Acknowledgment on page 7)

Are there any pending code enforcement or nuisance issues on the property?

Yes  No Building Size (square ft): \_\_\_\_\_

Is the property currently for sale, lease or rent?

Yes  No Number of tenants: \_\_\_\_\_

How did you hear about this grant: \_\_\_\_\_

**II. Project Descriptions**

Please provide a description of the proposed projects (attach additional sheets if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach color photos of the existing building conditions and photos/sketches/plans for the proposed improvements. Plans for the proposed improvements do not need to be professionally engineered; however, they should be clear and to scale allowing staff to fully evaluate the request.*



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### III. Project Budget

Please provide estimated costs for the applicable project items below (*attach additional sheets with the required information if needed*) In-kind contribution wages should be documented as **\$31.80** per volunteer hour as established by the National Independent Sector as of April 19, 2023. Professional design services are eligible expenses.

**1. PROJECT NAME** (include brief explanation) *Example: Paint front of building*

ITEM work or material needed	A. IN-KIND DONATION materials or labor provided		B. ADDITIONAL FUNDING out-of- pocket payment	C. AMOUNT REQUESTED from RMSP grant	D. TOTAL COST FOR EACH ITEM add columns A—C
	Description	Value			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>TOTALS – sum of columns</b>		\$	\$	\$	\$

Contractor estimates must be provided with the application. Award funding reimbursement will not increase if final costs exceed initial estimates.





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Additional projects. Include totals on page 4, under “Total Funding for All Projects.”

<b>2. PROJECT NAME (include brief explanation)</b>					
<b>ITEM work or material needed</b>	<b>A. IN-KIND DONATION materials or labor provided</b>		<b>B. ADDITIONAL FUNDING out-of- pocket payment</b>	<b>C. AMOUNT REQUESTED from RMSP grant</b>	<b>D. TOTAL COST FOR EACH ITEM add columns A—C</b>
	<b>Description</b>	<b>Value</b>			
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$



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<b>TOTALS – sum of columns</b>	\$	\$	\$	\$
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Additional projects. Include totals on page 2 & 3, “Total Funding for All Projects.”

<b>3. PROJECT NAME (include brief explanation)</b>					
<b>ITEM</b> work or material needed	<b>A. IN-KIND DONATION</b> materials or labor provided		<b>B. ADDITIONAL FUNDING</b> out-of- pocket payment	<b>C. AMOUNT REQUESTED</b> from RMSP grant	<b>D. TOTAL COST FOR EACH ITEM</b> add columns A–C
	<b>Description</b>	<b>Value</b>			
		\$	\$	\$	\$
		\$	\$	\$	\$
<b>TOTALS – sum of columns</b>		\$	\$	\$	\$

<b>TOTAL FUNDING FOR ALL PROJECTS - Include totals from additional projects, if any.</b>	<b>A. In-Kind</b>	<b>B. Out-of-pocket</b>	<b>C. Grant</b>	<b>D. Total</b>
	\$	\$	\$	\$

Please attach descriptions for additional projects, if needed.



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#### IV. Checklist and Certification

Please confirm that you have provided the following items by placing a check next to the item on the list. Incomplete applications cannot be accepted and will be returned to the applicant:

- Completed application form
- Color photographs of the existing building façade, showing all visible sides of the building from the highway
- Photos, sketches, plans or other drawings showing the proposed improvements
- Proof of property ownership or property owner notarized authorization (*only if applicant is not same as property owner*)
- Proof of liability insurance on the property
- Formal quotes/estimates for project costs from contractors/retailers.



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**Applicant's Certification:**

*I have read and understand this application and I hereby submit the application together with attached photos, plans and additional supporting documentation for the proposed project and understand that the RMSP must approve the application. All my property taxes, loans, liens and mortgage on the property are current and in good standing. I further understand that if I accept the award I will enter into an agreement with the RMSP and will comply with all of the requirements contained therein. No funding is guaranteed until a completed application is approved by the RMSP. At the discretion of the RMSP, I agree to allow the placement of a Program sign on my property for the duration of the project.*

*I agree to hold RMSP and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against RMSP, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the grant.*

*I have read the above statements and acknowledge that they are true and complete to the best of my knowledge.*

*I understand that Program monies will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided and accepted. The project must be completed within six months of grant approval or the approval funding shall expire.*

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Mail completed applications to:**  
Reedsport Main Street Program  
Business Improvement Grant  
451 Winchester Ave.  
Reedsport, OR 97467

**Or email copy to:** [mainstreet@cityoffreedsport.org](mailto:mainstreet@cityoffreedsport.org)



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**Owner Acknowledgement: (only if applicant is not property owner) (must be notarized)**

I, \_\_\_\_\_, am the registered owner of the property located at \_\_\_\_\_. I understand that my tenant is considering improvements under the City of Reedsport Main Street Façade Improvement Program, hereinafter referred to as “RMSP” and the City of Reedsport as “City”.

I have received and reviewed the RMSP guidelines and application process. I agree to complete the proposed improvements to the building and property as submitted. I understand that I am financially responsible to complete these improvements as provided in the guidelines. I also understand that incomplete work or work that does not meet the grant criteria will not be reimbursed by this grant.

I agree to hold RMSP and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against RMSP, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the grant.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge.

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

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
STATE OF OREGON

COUNTY OF DOUGLAS

THIS RECORD WAS ACKNOWLEDGED BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2023 BY \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF OREGON



**Exhibit 1**  
 City of Reedsport, OR  
 Urban Renewal District Boundary

*Historic Main Street*  
 = DMS New Boundaries  
 as of 2023

0 250 500 1,000 Feet  
 = Urban Renewal District  
 New Boundaries for 2023

*Business Improvement District*  
 The Benkendorf Associates Corp.  
 2701 N.W. Vaughn St., Suite 481  
 Portland, OR 97210

## REEDSPORT MAIN STREET PROGRAM 2023 MEETING & EVENT SCHEDULE

<b>Meeting Date</b>	<b>Type of Meeting</b>
January 18, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
February 15, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
March 15, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>March 31, 2023</b>	<b>1<sup>st</sup> Round Grant Evaluation Deadline</b>
April 19, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
May 17, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
June 20, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>June 30, 2023</b>	<b>2<sup>nd</sup> Round Grant Evaluation Deadline</b>
<b>July 7, 2023</b>	<b>EVENT – First Friday Pop-up Vendor Market – Old Town</b>
July 18, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>August 1, 2023</b>	<b>EVENT – DIY Ornament Contest – Lions Skate Park</b>
<b>August 4, 2023</b>	<b>EVENT – First Friday Pop-up Vendor Market – Old Town</b>
August 15, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>September 1, 2023</b>	<b>EVENT – First Friday Pop-up Vendor Market – Old Town</b>
September 19, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>September 30, 2023</b>	<b>3<sup>rd</sup> Round Grant Evaluation Deadline</b>
<b>October 6, 2023</b>	<b>EVENT – First Friday Pop-up Vendor Market – Old Town</b>
October 13, 2023	<b>EVENT – Annular Solar Eclipse Vendor Market – Old Town</b>
October 14, 2023	<b>EVENT – Eclipse Viewing Family Fun Festival – Rainbow Plaza</b>
October 17, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<i>November 2, 2023</i>	<i>Special Holiday Meeting – 4:30 p.m. (Optional)</i>
<b>November 3, 2023</b>	<b>EVENT – First Friday Pop-up Vendor Market – Comm. Bldg</b>
November 21, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>November 25, 2023</b>	<b>Small Business Saturday – 9A – 3 P, Community Bldg Holiday Tree Lighting – TBD, Lions Skate Park</b>
December 19, 2023	Board Meeting – 4:30 p.m., City Hall Council Chambers
<b>December 31, 2023</b>	<b>4<sup>th</sup> Round Grant Evaluation Deadline</b>

Click to join the meeting. <https://us02web.zoom.us/j/765213317?pwd=MDIvTVVGyU9oWGhZSDIjWVBTcU9yUT09>

*Registration is not required and all are welcome to attend.*