For Internal Purposes Only (initial)
Approved: ___
Approved with Conditions: ___
Denied: ___

Mancos Improvement Program (MIP):
Application for Mini-grant for Façade Improvement

About the Program

The Town of Mancos, through the Mancos Improvement Program (MIP), may provide a reimbursement grant of up to 50% of the costs of a qualifying project in an amount up to $1,000 per business per year through 2016. The purpose of the program is for eligible property owners and tenants to **upgrade** the appearance of existing storefronts/building facades or primary public entrances in order to help create a positive commercial environment.

The MIP is a reimbursement grant program that is administered by the Town of Mancos on a first-come, first-served basis and is subject to annual Town funding**. In order for a project to qualify for reimbursement, the project must receive grant approval from the Town prior to beginning construction.** Approved grant recipients will be required to provide paid invoices of the completed project, which shall be subject to verification and approval, prior to receiving reimbursement funds. The program does not reimburse sales tax or Town permit and application fees.

The intent of the MIP is to assist small businesses with improving and upgrading existing building facades in Mancos, especially among the downtown commercial or Highway Business Districts and along the Highway 160 corridor. The MIP seeks to bring new life to existing buildings or (sign) structures, which do not conform to current standards or are in need of a "facelift." By assisting property owners to upgrade the appearance of their buildings, the aesthetic environment of Mancos is enhanced, thus improving the economic vitality for all businesses and the Town as a whole.

Qualifications & Grant Criteria

1. The applicant shall be the building owner or tenant with a building owner consent letter
2. The building must be located in the Town limits of Mancos
3. Businesses must have a valid Town of Mancos Business License
4. Building improvements apply to exterior improvements only
5. If requesting funding for exterior improvements or landscaping, the building must show significant wear.
6. If requesting improvements to an existing sign structure (i.e. freestanding signs), the freestanding sign must be deteriorated or old enough that it no longer complies with the Town's current sign ordinance
7. Property cannot be classified as "Exempt" by the Montezuma County Assessor
8. Applicants of buildings with multiple storefronts are encouraged to work together to receive one set of bids to achieve a uniform look for the entire building. This will also reduce the cost per storefront.
9. If the property owner or tenant are making the improvements themselves and not hiring a contractor, then only the cost of materials (less sales tax, permits, and application fees) will be considered for reimbursement.
10. If the applicant is the tenant or the improvements are tenant specific, proof of existing tenancy for the past 2 years at the same location will be required. A copy of the current lease period should reflect an expiration of at least 2 years from the date of the application.
11. If a multi-tenant building has existing vacancies, the Town will require the owner/landlord to provide proof that the space is being actively marketed for lease.
12. The maximum grant reimbursement consideration shall be $1,000.
13. Applicants must verify that there are no code enforcement violations on the property. Any violations must be resolved ***prior*** to approval and execution of the MIP.
14. Applicants must be current on payment of applicable sales and property taxes within the Town of Mancos.
15. MIP assistance does not apply to home based businesses or property owners or organizations defined as "exempt" by the Montezuma County Assessor.
16. Applicant must obtain MIP approval ***prior*** to beginning construction. Projects under construction or already completed do not qualify.

17. Projects must receive all required approvals and permits through the Town of Mancos. Approval processes and permitting may run concurrently with the MIP application, however all approvals and permits must be obtained for final MIP approval and reimbursement.
18. Projects must commence within 60 days from the MIP approval date and be completed by December 31st, of the current year.

Eligibility Guidelines:

The types of exterior upgrade improvements which are eligible for the reimbursement grant are:

- Painting of building façade
- Replace or upgrade exterior deteriorated materials
- New awnings
- Add, repair or replace parapet walls and/or the addition of architectural details such as cornices
- Replacement of deteriorated doors
- Replacement of deteriorated windows
- Add, repair or replace arcade/canopy façade, display window lighting, and decorative exterior lighting
- Upgraded, improved, xeric-type landscaping
- Replacement and enhancement of sidewalks adjacent to the building and other hardscape (not including parking lots).
- Replacement of existing non-conforming or deteriorated freestanding Mancos signs only: To qualify for a replacement Mancos sign, the applicant must demonstrate that the existing sign is either non-conforming with the current Town sign code, or that the replacement sign will be an ***upgrade*** and improvement in appearance from the existing deteriorated sign: New tenant signage does not qualify unless, as stated above, the property owner is replacing their existing non-conforming, deteriorated freestanding Mancos sign with an upgraded, improved sign.
- Wall signage is not eligible
- Rooftop mechanical screening
- Roof (only if visible)
- Parking lot lights (only if existing non-conforming)

Submittal Requirements:

- ✓ Completed MIP application
- ✓ Proof of property ownership
- ✓ The applicant must submit (2) written bids for the same scope of work from two different contractors. The applicant may use either contractor; however, the Town will base the reimbursement on the lowest bid.
- ✓ Photos or color renderings of the improvement
- ✓ Owner Consent Letter, if applicable

Projects/improvements must obtain all appropriate Town approvals, be consistent with the MIP intent and guidelines, and are subject to all applicable Town of Mancos ordinances and standards. Requests for MIP funding may run concurrently with other required Town approval processes. The MIP reimbursement grant requires that the recipient invest an equal or greater amount towards the improvement efforts. The Town's reimbursement will not exceed $1,000 per business.

******MIP program is subject to funding availability and budgeting for MIP, which shall be done at the Town of Mancos's Boart of Trustees sole discretion. Funding is determined on a first come, first served basis.******

Mini Façade Grant Application

Business Owner Information

Full Name: _____

Last *First* *M.I.*

Home Phone: _____ Alternate Phone: _____

Business/Property Information

Business Address: _____
(if different) *Street Address* *Apartment/Unit #* *City/State*

Business Name and Type: _____

Please use the space below or attach another sheet to describe the type of improvements you plan to do under this program. Photographs and other information may be attached as well.

I _____ swear that the information included herein is accurate, to the best of my estimation. I understand that no application shall be considered complete, and shall not be reviewed, until the application is complete. I agree to the terms of the program as stated in the Guidelines. The Town Administrator or Board of Trustees may deny my request for matching funding, approve the request, or approve it with conditions.

_____ _____

Signature Date