

## The Building Improvement Program

Property owners and businesses within the BID in Downtown Oshkosh are eligible for up to \$1,000 in matching grant funds for exterior facade improvements made to their buildings. As a matching grant program, the Downtown Oshkosh BID reimburses the property owner for up to 50% of the expense, up to a maximum of \$1,000 (\$1,000 grant funds matched by \$1,000 private funds). The BID reserves the right under this program to exceed the maximum grant amount of \$1,000 on a case-by-case basis. Grants may be awarded to eligible applicants on a first-come-first-serve basis while funds are available. Applicants are eligible for only one grant award within a three-year time frame unless otherwise approved by the Oshkosh BID Board and Retention Grant Review Committee.

## Design Guidelines

### PURPOSE

The Downtown Overlay District was established to foster a strong viable downtown as a commercial, civic, residential and cultural center with its own identity in an area generally considered to be the City's historic Central Business District. The purpose of this District is to implement minimum standards to enhance the unique historical identity within this area. The standards are intended to preserve and restore unique and historic buildings, ensure coordinated design of new and existing buildings, minimize adverse impacts that may detract from the character and appearance of the district, protect vehicular and pedestrian movements throughout the area and aid in improving the overall economic viability of the district.

### APPLICABILITY

All applicants shall utilize the design standards set forth by Section 30-27 of the Downtown Overlay District for designing improvements to buildings located within the downtown area.

NOTE: All improvements, including signage, awnings, lighting and structural work must comply with all zoning and building code requirements of the City of Oshkosh. Contact the City Planning and Zoning office at 920-236-5059 and the Building Inspections office at 920-236-5050 for assistance.



## OSHKOSH BID Retention Grant Program

\$1,000 Maximum Grant Funding

Investing in your business.  
Investing in Downtown Oshkosh.

Downtown Oshkosh  
Business Improvement District  
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## The Oshkosh BID Retention Grant Program

The Retention Grant Program, established by the Downtown Oshkosh Business Improvement District (BID), may be utilized alone or in conjunction with the Oshkosh Area Economic Development Corporation, Revolving Loan Fund (if requirements are met) or with any other private financing. It cannot be used in conjunction with the Downtown Oshkosh Recruitment Fund Grant.

## The Retention Grant Program Mission

- Improve the Downtown Oshkosh business climate.
- Improve the front and rear facades, and building conditions of existing businesses in Downtown Oshkosh's Business Improvement District.
- Enhance the quality of life in the Downtown Oshkosh area.
- Encourage the development and maintenance of the buildings within the Business Improvement District.

## Eligible Applicants

The Business Improvement Grant Program is available to any Downtown Oshkosh property owner lying within the Business Improvement District boundaries. The program is also available to tenants of such buildings given the property owner's written consent. Eligible applicants must have their business open for a minimum of three months and provide a signed lease of two years.

## Eligible Activities

- Exterior Facade Renovations
- Signage
- Awnings
- Structural Exterior Repair (Ex. Brickwork)
- Exterior Lighting

## The Application Process

- ① Applications are distributed and collected at the Oshkosh Chamber of Commerce on a first-come-first-serve basis. Applications can also be found on our website, [downtownoshkosh.com](http://downtownoshkosh.com), under the Resources tab. Applications include:
  - a. Letter of Intent, addressed to the Business Improvement District, that briefly outlines the scope, size, intention, timeline and objective of the project in question.
  - b. Completed Retention Grant Program application form.
  - c. Completed Release of Information Letter.
  - d. Letter of Permission of Work of the proposed building (if you are not the building owner).
- ② The Downtown Oshkosh BID Manager and the Retention Grant Review Committee will review completed applications. The Oshkosh BID Board makes the final approval or denial on the applications.
- ③ The Oshkosh BID Board will attempt to provide notification of approval/denial to the applicant within 45 days of application. Note that the project must be approved prior to any of the work taking place.
- ④ Appropriate documentation, such as invoices, must be submitted to the Downtown Oshkosh BID Manager for fund reimbursement upon completion of the project. Note that all projects must be completed within 180 days of grant approval unless otherwise approved by the Downtown Oshkosh BID Board.