

Downtown Oshkosh Business Improvement District
Retention Grant Program
\$1,000 Maximum Grant Funding

INTRODUCTION

The Retention Grant Program has been established by the Downtown Oshkosh Business Improvement District and 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. This Retention Grant cannot be used in conjunction with the Recruitment Fund Grant.

PURPOSE/MISSION

- To improve the business climate in Downtown Oshkosh.
- To improve the front and rear façades and building conditions of existing businesses within the Business Improvement District in Downtown Oshkosh.
- To enhance the quality of life in the Downtown Oshkosh area.
- To encourage the development and maintenance of the buildings within the Business Improvement District.

BUILDING IMPROVEMENT PROGRAM

Property owners and businesses within the Business Improvement District in Downtown Oshkosh are eligible for up to \$1,000 in matching grant funds for exterior facade improvements made to their building. As a matching grant program, the Downtown Oshkosh Business Improvement District will reimburse 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 Business Improvement District 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. For the year 2017 there will be \$2,500 available to the first received applications before November 15, 2017. Applicants are eligible for only one grant award within a two (2) year time frame unless otherwise approved by the Oshkosh Business Improvement District Board and Retention Grant Review Committee.

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 3 months and provide a signed lease of 2 years.

ELIGIBLE ACTIVITIES

- Exterior Façade renovations (Ex. Paint, windows, doors)
- Signage
- Awnings
- Structural Exterior Repair (Ex. Brick work)
- Exterior Lighting

PROCESS

a. Applications are distributed and collected at the Oshkosh Chamber of Commerce on a first-come/first-serve basis:

Oshkosh Chamber of Commerce: BID Office
Attn: BID Manager
120 Jackson Street, Oshkosh WI 54901

- b. Completed applications are reviewed by the Downtown Oshkosh Business Improvement District Manager, along with the Retention Grant Review Committee. These applications are then passed on to the Oshkosh Business Improvement District Board for final approval or denial.
- c. The Oshkosh Business Improvement District Board will attempt to provide notification of approval/denial to the applicant within forty five (45) days of application. Note that the application must be submitted before the work is completed. The work can however be completed before approved by the Oshkosh Business Improvement District Board.
- d. Appropriate documentation, such as invoices, must be submitted to the Downtown Oshkosh Business Improvement District Manager for fund reimbursement upon completion of the project. Note that all projects must be completed within one hundred and eighty (180) days of grant approval unless otherwise approved by the Downtown Oshkosh Business Improvement Board.

APPLICATIONS

- a. Letter of Intent, addressed to the Business Improvement District, which should briefly outline the scope, size, intention, timeline and objective of the project in question.
- b. Completed Retention Grant Program application form (attached)
- c. Completed Release of Information Letter (attached)
- d. Letter of permission of work of the proposed building if you are not the building owner.

DESIGN GUIDELINES

a. 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 found within this area. The standards provided herein are intended to preserve and restore unique and historic buildings, ensure coordinated design of new and existing buildings, minimize adverse impacts on adjacent properties from buildings 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.

b. 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.

**Downtown Oshkosh Business Improvement District
Retention Grant Program – Application**

Applications missing any materials will be returned for completion.

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary:

Total Project Cost: \$ _____ Total Grant Request: \$ _____
(50% of the Total, \$1,000 Maximum Grant)

Required attachments:

- Letter of Intent, addressed to the Oshkosh Business Improvement District, which should briefly outline the scope, size, intention, timeline and objective of the project in question.
- Release of Information Letter (attached)
- Current photo(s) of property
- Drawn Project plan(s). I fully understand how this plan relates to my building and the work I am proposing to do and I will be in compliance with the design guidelines for the City of Oshkosh Retention Grant Program and City Zoning and Inspection regulations.
- Example Paint color(s) or material sample(s), if applicable

Submit application form and attachments to:

Oshkosh Chamber of Commerce: BID Office
Attn: BID Manager
120 Jackson Street, Oshkosh WI 54901

To be completed by staff only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

**Downtown Oshkosh Business Improvement District
Retention Grant Program – Release of Information Letter**

Date: _____

To: Oshkosh Chamber of Commerce: BID Office
Attn: BID Manager
120 Jackson Street, Oshkosh WI 54901

To Whom It May Concern:

I hereby authorize the Downtown Oshkosh BID to share all application materials with the Retention Grant Review Committee and BID Board members who may be reviewing my application. I acknowledge that information provided may be released upon request in compliance with open record laws.

Signed,

Name (print): _____

Signature: _____

Date: _____