

**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 implement minimum standards to enhance the architectural identity found within this district.
- 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.
- Aid in improving the overall economic viability of the district.

**BUILDING IMPROVEMENT PROGRAM**

Property owners and business tenants 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 or business tenant 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. Applicants are eligible for only one grant award, per address, 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. Eligible property owners can receive 1 grant per address within a two (2) year time frame. The program is also available to business tenants of such buildings given the property owner's written consent. Eligible tenants must have their business open for a minimum of 3 months and provide a signed lease of 2 years. A property owner and business tenant may not apply for the grant in conjunction of one another.

**ELIGIBLE ACTIVITIES**

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

**PROCESS**

a. Applications can be found at [downtownoshkosh.com](http://downtownoshkosh.com) and 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.
- 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
  - e. Submit a minimum of 2 quotes for the proposed project
- Applicants are encouraged to use Downtown Oshkosh BID & Oshkosh area contractors

### **DESIGN GUIDELINES**

#### a. INTENT

This district is intended to permit both large and small scale downtown commercial development at an intensity which provides significant incentives for infill development, redevelopment, and the continued economic viability of existing development. The district is also intended to retain the existing "Main Street" characteristics of the core blocks in Oshkosh's historic downtown.

#### b. APPLICABILITY

All applicants shall utilize design standards for properties zoned CMU Central Mixed Use District set forth by Article VIII: Exterior Building Design Standards and/or signage, Article X: Signage Standards for improvements located within the downtown area.

Note: All improvements, including signage, awnings, lighting, and structural work require a building permit and 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
- 2 Quotes for the proposed project
- Drawn Project plan(s), if applicable. 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: \_\_\_\_\_