



WELLS ECONOMIC DEVELOPMENT AUTHORITY Commercial Building Enhancement Grant Program

PURPOSE:

The purpose of the Wells Economic Development Authority Commercial Building Enhancement Grant is to support local businesses by aiding in the maintenance and updating of commercial buildings in the city of Wells.

PROGRAM GUIDELINES:

1. Grants are available to non-governmental owners of commercial buildings located within the city limits of Wells, Minnesota.
2. Grant money is available for 50% of the project cost (not including building permit/zoning fees) up to a maximum of \$5,000 per building per 12-month period.
3. The main floor of the building must be primarily used for commercial business.
4. Primary consideration will be given to projects necessary to maintain the integrity of the structure.
5. Secondary consideration will be given to projects that improve the appearance of the exterior of the building.
6. Improvements may include but are not limited to the repair or replacement of:
 - Windows
 - Doors
 - Roof
 - Thresholds/Entryways
 - Awnings
 - Tuck pointing/Mortar repair
 - Signage
 - Sandblasting
 - Painting
7. Application and guarantee of matching funds must be made by the building owner or leaseholder with written approval from the owner for improvements of the building.
8. One grant to be awarded per project.
9. Improvements that are completed prior to application approval are not eligible for reimbursement through this program.

10. Work must be completed within 150 days from the date of the awarded grant approval notification.
11. Demolition of a building will be considered by the Wells EDA on a case-by-case basis.
12. There is a cap of \$25,000 per year for this program that has been set by the Wells EDA.

GRANT APPLICATIONS:

1. Grant applications will be accepted until the program is closed for the year due to the \$25,000 cap being reached or until the program is discontinued by the Wells EDA.
2. An application must be filled out providing detailed information on the project including:
 - Scope of the repair or replacement
 - Estimated timeline for the project
 - Contractor and vendor information, including a copy of bids/quotes
 - If the work is going to be done by the building owner, only the materials for the project are grant-eligible
 - Photographs of the building showing the area to be improved as it exists before commencing work

APPLICATION REVIEW PROCESS:

The grant application review process involves examination of application including plans and specifications of the project by the Wells EDA, who will make the final decision on awards.

CONFLICT OF INTEREST:

City of Wells employees or volunteers will recuse themselves from the consideration process with respect to any application for a grant with which they have a conflict of interest or which might reasonably present the appearance of conflict of interest.

PAYMENT:

Grant funds will be paid to the applicant following:

1. Inspection of completed project by the City of Wells Building Official.
2. Material and labor receipts along with proof of payment by applicant.

MAIL OR DELIVER COMPLETED APPLICATIONS TO:

City of Wells
Attn: Wells EDA
125 S Broadway
Wells, MN 56097

Describe the project in detail (Attach extra pages if needed):

CONTRACTOR AND VENDOR INFORMATION

Contractor	Service/Material	Estimated Cost
TOTAL:		\$

Applicant Signature: _____ Date: _____

Building Owner Signature: _____ Date: _____

The above project has been reviewed, and has been found to meet the necessary requirements. I hereby give my approval for this project.

EDA President Signature: _____ Date: _____