



Local Grant Initiative Application

Application Due
May 1, 2025 for
June 2025 Review



FOR OFFICE USE ONLY

Application Date: Approval Date:

Amount: EIN Number:

APPLICANT INFORMATION

Name:

Phone:

Referred By:

PROPERTY OWNER INFORMATION

Name: Years Owned:

Address:

Phone: Type of Ownership:

Owner's Signature:

Application Closed

BUSINESS AND / OR PROJECT INFORMATION *Please provide organizing document, charter or bylaws.

Name of Business: Legally Established Date:

Business / Project Owner's Name:

Address:

Type of Business: Corp. LLC Other: _____ *If Corporation or LLC please provide the charter from the State of TN.

Upper Floor Use (if applicable):

PROPOSED IMPROVEMENTS

Describe Planned Improvements:

Other Improvements:

Estimated Cost of Improvements: Grant Amount Requested:

CHECK APPROPRIATELY:

I Own the Property in Consideration

I Lease the Property in Consideration

I HAVE READ THE LOCAL GRANT INITIATIVE GUIDELINES. I UNDERSTAND THAT IF THE PROPOSAL IS APPROVED, I WILL MAKE THE ABOVE IMPROVEMENTS TO THE PROPERTY WITHIN THE SPECIFIED TIME ALLOWED.

APPLICANT'S SIGNATURE: DATE:



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INTAKE SHEET

APPLICANT INFORMATION

Company Name:

Name of Individual: (First, Last)

Position with Business:

Address:

Phone: Estimated Date of Completion:

Please Provide Names and Signatures From Two Officers of Business:

Officer #1 Name:

Title: Signature:

Officer #2 Name:

Title: Signature:

Additional Description of Work (attach plans if applicable):

Application Closed

THIS SECTION FOR OFFICE USE ONLY:

Submittals:

- | | |
|--|---|
| <input type="checkbox"/> Photos (Before and After Improvement if Applicable) | <input type="checkbox"/> Quotes for completion |
| <input type="checkbox"/> Cost Estimates | <input type="checkbox"/> Additional Information |
| <input type="checkbox"/> Demolition Plans (if applicable) | <input type="checkbox"/> Written approval from property owner (if different than applicant) |

STAFF'S SIGNATURE: DATE:



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The **PURPOSE** of the Local Grant Initiative is to encourage the revitalization of building sites with special emphasis on improvement of the aesthetics in the City's Commercial Districts with grant assistance through the Lebanon Industrial Development Board, for the City of Lebanon, Tennessee. Special emphasis is given to projects in certain areas, however; the grant is applicable to all parts of the City. The improvements shall also have a positive impact to our city's tourism and economic impact.

Please use the space below to summarize the scope of work that the submitted application covers. Be sure to include the proposed improvements, how those improvements will benefit the city and surrounding area, as well as the proposed timeline for completion.

Application Closed



Local Grant Initiative Guidelines

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GOALS OF THE PROGRAM

It is hoped that in addition to providing an incentive to redevelop dilapidated sites, the program will:

- Lower the barrier of entry for new and existing businesses with downtown renovations.
- Targets local businesses and entrepreneurs specific to, but not limited to, impacting tourism, shopping, dining, entertainment, and family fun.
- Prioritizes downtown, historic district, main street, 231 N., and 231 S.
- Provide an incentive for rehabilitation of structures and construction of new structures maintaining the character of the district.
- This will also provide a more positive experience for our community and improve economic vitality.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural, and cultural values.

- Provide community enhancements.
- Maintain a quality image consistent with the character of the surrounding area and the City of Lebanon for any new construction.
- Encourage the use of historic and architecturally significant commercial buildings in a manner that would continue to draw the public to them.
- Increase the investment in the city and raise property values for tenants and owners.
- Eliminate blighting influences and prevent deterioration of commercial properties around the City.
- Conserve important existing building stock.

GENERAL CRITERIA

For a period of six to twelve months after the establishment of the program by the Lebanon Industrial Development Board Local Grant Initiative will be available for properties within the City of Lebanon city limits. After the first round of funding has been distributed, the program will be reevaluated for continuation.

IF FUNDING IS RENEWED:

Only one award will be allowed per property per year. Properties which are awarded multiple awards over several years may receive a reduced award based on amount of previous awards, completion and quality of work performed on previous awards.

Plans for rehabilitation of structures should respect the architectural integrity of the entire building and the neighboring streetscape.

Local Grant Initiatives are not intended to be a partial solution to a building in obvious disrepair and neglect. For these properties, the applicant must show a comprehensive proposal for the entire site's redevelopment that would meet the current building and zoning codes in order to bring the property into occupiable condition.

Leasing tenants may qualify for grant funding with the written consent of the owner of the building.

The City of Lebanon Industrial Development Board will not be a party in negotiations between the applicant and contractors employed by the applicant. The applicant agrees to hold the aforementioned harmless of any defects in workmanship, liability, damages, or other costs relative the project.

Application Closed

ELIGIBILITY REQUIREMENTS

Please check each box applicable to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- All projects must be located within the City Limits of the City of Lebanon and have an active business license on file.
- For projects that are only requesting façade improvements all work must be done on a street facing side of an existing building.
- Qualifying buildings may be Existing or New Construction. (“New” is a completely new structure on a clear site completed within the grant period).
- Please check in project within the Historic District. (Do not leave blank)
- All work must result in a publicly visible improvement.
- Project includes preparation of a building for Interior tenant finish work. (If not leave blank)
- All work must be in compliance with approved Building and Fire Codes.
- All work must be appropriate according to the Local Grant Initiative’s guidelines.
- Property owner or tenant must agree to maintain the property upon completion of work.
- Can’t sell for at least 5 years or repay the grant.
- Must provide the last two fiscal year ends in regards to financial statements. If an audit has been completed in the last two years, please provide. The organization should provide gross revenue for past two fiscal year ends and provide if they are receiving any other type of government grant.

The City of Lebanon may require additional supplemental documents as part of the application process based on the individual project.

PROJECTS THAT ARE NOT ELIGIBLE

The following types of Projects or Properties are not eligible for the Local Grant Initiative:

Projects/work completed prior to the last funding year (generally before April of the prior year)

Tax delinquent property

Property whose owner has any other tax delinquent property

Non-Profit/Tax Exempt Property (Exceptions may be made for organizations and businesses paying property tax)

Property in litigation

Property in condemnation or receivership

Properties purchased from the city may be considered on a case by case basis

Security systems, Air Conditioning and Heating Upgrades, Interior Tenant Finish Work Only, and Residential projects.

Routine maintenance such as painting, masonry, and lighting unless it is part of a larger renovation project.

Work on the rear or unseen roof of the building is not eligible for the Local Grant Initiative.

Local Grant Initiative funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance alone. These improvements must be part of a comprehensive plan for redevelopment of the site.

Application Closed

APPLICATION REVIEW

Economic & Community Development Director will determine if the application package that is submitted is sufficiently complete to review and will forward the application to the Lebanon Industrial Development Board.

The Lebanon Industrial Development Board can meet quarterly to review and score the applications. All applications are reviewed on a competitive basis. Eligible application packages are due 30 days prior to their meeting date.

The application package will be reviewed by the Lebanon Industrial Development Board to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and will score higher those projects that are in a priority area or show additional efforts to meet the following criteria:

VISIBILITY:

Certain buildings are important to the character of the City because of their location, size and/or architectural details.

DESIGN:

Some changes may benefit a property's aesthetics significantly.

SUSTAINABILITY/PERMANENCE:

Some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to projects with significant sustainability and permanence.

COMMUNITY CONTRIBUTIONS:

Businesses that focus on the community as a whole build a better place for people to live, visit, work and play. In a competitive review priority may be given to sales tax generated projects.

REQUIRED MATERIALS FOR APPLICATION

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. Failure to provide required information will delay the review process. The items submitted should include:

- A completed application form.
- A letter of recommendation from business owner's current financial institution.
- Written consent from property owner giving permission to conduct demolition and/or property improvements.
- Color photographs of the existing conditions shall be provided, along with renderings of the proposed changes and improvements.
- Detailed list of materials and colors to be used.
- Drawings and any other documentation necessary to illustrate the visual impact of the proposed project.
- Submit quotes from licensed contractors for the proposed work. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. All cost information should be provided on an attached spreadsheet. This will be compared to the final cost spreadsheet when the project is complete.
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule.
- Owners or merchants who are in contracting business may also perform work on their own buildings. You must furnish one quote other than your own. You will not be reimbursed for your time working on your own building.
- Letter of Credit required for grants exceeding \$20,000

AWARD DISBURSEMENT

All necessary government approvals, building permits, and taxes are not eligible items for disbursement.

Applications Timeline:

- May 1 - Applications Due for June Review
- July 1 - Applications Due for August Review
- October 1 - Applications Due for November Review
- Quarterly Review Meetings - Scores and deliberations considered by the City of Lebanon Industrial Development Board
- Approx. 2 Weeks following Review - Awards announced and monies begin eligibility for disbursement

The City of Lebanon Industrial Development Board reserves the right to reimbursements in whole or in part for work that:

- **Does not conform to the proposal submitted with your application and approved by the City of Lebanon Industrial Development Board.**
- Are not completed within 180 days. After that, you will need to apply for reconsideration.
All requests for extensions must be submitted in writing to the Economic & Community Development Director with an updated schedule of completion.

REQUIRED MATERIALS FOR DISBURSEMENT

City Development Staff will inspect work to ensure that it complies with the approved plans. Upon completion please contact the Economic & Community Development Director at 615-443-2839 ext. 2122 for an inspection. **Any changes to the approved project will require a written request from the applicant and approval by the City of Lebanon Industrial Development Board in order to retain the grant.**

- Grantee is responsible for obtaining any permits required to complete the project. Cost of permitting cannot be part of the grant funding. Copies of the approved permits must be submitted prior to disbursement.
- Certificate of Occupancy or Completion from the office of the Building Inspection
- Color photographs of completed project must be submitted within 180 days in order to satisfy completion of the grant process and maintain eligibility for a future Local Grant.

Records of all plans, and fund disbursements will be kept by the City's Economic Development Coordinator.

Please submit all required documents along with the Local Grant Initiative Application to Ashley Walling, ashley.walling@lebanontn.org. Files included as attachments. PDF format are preferred. The City of Lebanon Economic Development team will reach out to setup a meeting once all delivery requirements have been met.

Application Closed