



The Victory Neighborhood Association (ViNA), through the Neighborhood Revitalization Program and a partnership with the City of Minneapolis Neighborhood and Community Relations Department, will make available \$31,401.87 to support façade improvements for storefronts located in the Victory Neighborhood.

Program Administrator

Victory Neighborhood Association
2200 44th Avenue North
Minneapolis, MN 55412

612.529.9558
info@victoryneighborhood.org

General Eligibility

Business owners with property owners' approval can apply for a façade grant if:

1. they are located in the [Victory Neighborhood of Minneapolis](#) AND
2. the façade improvements are for a commercial business or commercial building, meaning it has a retail or office use.

Applications are processed on a first-come/first-served basis. Grants are available to properly licensed commercial businesses (or organizations) for exterior façade improvements to properties located in Victory that are zoned commercial (the residential portions of mixed use parcels are not eligible). Both owner occupants and lessees are eligible to apply for grants, unoccupied commercial properties are not eligible. To be eligible, an applicant must be current on all property taxes and must be in full compliance with city zoning requirements.

No property or business owner may receive more than one grant between November 1, 2017 and December 31, 2019. Prior to receiving grant funds, all successful applicants must provide a signed, written statement committing to maintaining the improvement for a minimum of three years and agreeing to the release of before and after photos documenting the improvements funded by the matching grant.

Applications will be collected and reviewed for approval by Victory Neighborhood Association staff based upon the eligibility and availability of funds. Applications not in full compliance with eligibility requirements may be referred to the ViNA Board of Directors for review and approval.

How much are the matching grants?

Victory Neighborhood Association will provide a 50% matching grant for qualifying commercial façade improvements, up to \$5,000. Businesses are required to match the grant, dollar for dollar, and can match with funds from loans, cash reserves, and other business support programs like the City of Minneapolis' Great Streets program.

This is a reimbursement program. Businesses must complete and pay for the project prior to receiving a reimbursement check from the Victory Neighborhood Association. Reimbursements will be issued once ViNA has received documentation (receipts & 'after' photos) verifying the project is complete.

What will the matching grant dollars pay for?

The grants can pay for a number of exterior, façade improvements. The work must be visible from a public street, not only an alley.

Eligible improvements include, but are not limited to:

- Exterior painting, re-siding, or professional cleaning
- Restoration of exterior finishes and materials
- Masonry repairs and tuck pointing
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Restoration of architectural details or removal of materials that cover architectural details
- Repair or replacement of windows and doors (if replacement, windows and doors must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Murals
- Landscape or hardscape improvements that are not merely aesthetic, but also address business needs like a patio that adds restaurant seating or a rain garden that reduces the risk of stormwater runoff.
- Installation or repair of exterior signage
- Removal of barriers to access the building from outside for people with disabilities
- Exterior lighting
- Contracted labor related to any of the above improvements, including design work for improvements that are completed
- Wall, window, hanging, and monument signs advertising the business name and identity
- Living wall or “green façade”
- More than one improvement project, keeping in mind the maximum grant amount per business or storefront
- Labor performed on the improvements by licensed contractors. Labor performed by business or property owners is not eligible for matching.

The City of Minneapolis requires permits for most of the eligible improvements listed above. It is critical that business and building owners work with City Zoning staff on designs and obtain all necessary permits before beginning work. If you have *any* questions about permits, please visit [Minneapolis Development Review](#), call 612-673-3000, or visit the Public Service Center at 250 South 4th Street, Room 300 (downtown Minneapolis).

Applicants are encouraged to review the [Great Streets Design Guide](#) for ideas and best practices.

What will the matching grant dollars NOT pay for?

Grant funds may not be used for new construction, additions or expansions, recreation or luxury expenses, payment of pre-existing debt, ongoing maintenance, roof repair/replacement, repairs required to meet code violations, chain link fence, grates over windows, or signage that is not professionally done or is made on/of plywood.

Additional Requirements

- Any building improvements pursued by a leaseholder must have the signed approval of the building owner.
- Work performed at the property shall be as stated in the contractor(s) bid(s) or the owner's project description. Any changes to the scope of work must be emailed to and approved by the program administrator.
- Work performed by the contractor(s) must meet City of Minneapolis licensing, building permit and building/housing code requirements. If the owner(s) is/are performing any work, owner understands that upon completion all work must meet city of Minneapolis building permit and building/housing code requirements.
- Grant funds will be disbursed on a reimbursement basis upon review of itemized contractor bills and/or receipts for materials and equipment. Materials or services purchased prior to completion of grant approval and participation agreement are ineligible. Exceptions to the reimbursement method of grant payments must be approved by the ViNA Board of Directors.
- Work must begin within 30 days of the application approval date and must be completed within six months of application approval date to guarantee grant funds.
- Application materials will include, at a minimum, a project description, its location, and objective; two contractor bids, and a "before" photo of the property illustrating current conditions.

Reimbursement Requirements

Grant funds will be disbursed to businesses after ViNA receives the following items:

- **Before and After Photographs** highlighting the improvement project from the same vantage point.
- **Proof of final inspection** by the City of Minneapolis Inspections Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).
- **Final receipt or invoice** from the contractor showing the total project cost.

Program Period

Program parameters will be maintained through December 31, 2019, or until funds are exhausted. After December 2019, the program will be reevaluated for possible continuation. ViNA may change program parameters but all grants and grant application shall be evaluated and implemented based on the program parameters as they existed at the time of application.



Business Façade Improvement Matching Program

Program Goal: To strengthen the business sector in Victory and bordering neighborhoods by supporting neighborhood businesses to ensure economic viability of the commercial area.

Eligible Properties: The grants are available to any licensed commercial business (or organization) located in the Victory neighborhood. Both owner occupied and leased properties are eligible. Renters applying for this loan must hold a lease and/or occupy the property being rehabilitated.

Eligible Improvements: Exterior improvements only. Permits must be obtained for all work when required by City ordinance. When required by the city or state, work needs to be performed by licensed contractors.

Ineligible Improvements: Ineligible improvements include but are not limited to: new construction, additions or expansions, recreation or luxury projects. Any questionable improvements will be referred to the Victory Neighborhood Association for final decision.

Include a copy of the following documents with this application:

1. A completed application form, including signatures of business owner AND property owner.
2. A complete description of the project including the location of the improvements (i.e. north, east, south or west side of the property), the project's intent, the scope of the work, estimated cost and promotional strategy.
3. A project estimate from at least two contractors on projects over \$1,000. If the project is to be done by the business owner, include an itemized list of the cost of all the materials selected for your project
4. A sketch of the improvement project
5. A "before" photo of the property to illustrate current conditions
6. A copy of applicant's current signed lease or proof of ownership of business

Keep a copy of your signed application and all attachments for your records. Return application and documentation by mail or email to:

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Once the project is completed, send 'after' photos, receipts, and final inspection verification and the Victory Neighborhood Association will reimburse the business 50% of the total project costs, up to \$5,000.

Application

I. Contact Information			
Contact Name:	Business Name:		
Email:	Phone:		
Address of property to be improved:			
Property Owner Name:	Property Owner Phone:		
<i>As the owner of the aforementioned property, I give my permission to make the façade improvements detailed in this application. I understand this is a matching Business Improvement Grant through the Victory Neighborhood Association and I am committed to maintaining the improvements for a minimum of three years.</i>			
Signature:	Date:		
II. Project Scope			
Describe the proposed work to be performed. Attach drawings and before photos.			
Estimated Cost:	Anticipated Start Date:	Anticipated Completion Date:	
III. Contractor Bids			
<i>If work is being performed by business owner, skip to part IV</i>			
Scope of work to be completed	Contractor	Bid	Bonded & Insured?
1.		\$	
		\$	
2.		\$	
		\$	
Selected Contractor Name:		Selected Contractor Phone Number:	
IV. Confirmation			
<i>I certify that to the best of my knowledge and belief, all the information contained in this application is accurate. By signing, I give consent to the Victory Neighborhood Association to use this application and accompanying documentation for promotional purposes.</i>			
Signature			Date