

# Belle Plaine



## BUSINESS INCENTIVE PROGRAMS

A Partnership with the City of Belle Plaine, Iowa

### Commercial Interior Grant Program

Thank you for your interest in the Belle Plaine Business Incentive **Commercial Interior** Grant Program. The City of Belle Plaine has set aside funding for the restoration or rehabilitation of interiors of commercial buildings. The grant, which helps pay for costs associated with approved interior renovations, covers a variety of interior improvements from the installation of permanent fixtures to the preservation of historic elements appropriate to the building's interior design, such as pressed metal ceilings.

Enclosed you will find a copy of the program overview, which lists eligible improvements and explains the application / review process, administrative procedures, details the information required with application, as well as the three-page grant application.

To become eligible for funding, please complete the application and return it and any proposed materials and design drawings, which must comply with the "Design Guidelines", to Belle Plaine Community Development Office at your earliest convenience.

Upon receipt of your application, we will invite you to meet with the BPCDC Executive Director & Board President, or their designee, to discuss your project. Afterwards, this group will supply recommendations to the City Council, which will make the final determination of grant approval.

If we can be of further assistance in the meantime, please do not hesitate to call 319-434-6481 or submit an email message to [director@bpcdc.net](mailto:director@bpcdc.net).

Sincerely yours,  
Rachel Montgomery  
Executive Director

# Commercial Interior Grant Program

## Overview

This is a grant program sponsored by the City of Belle Plaine to assist owners or renters to expand and/or remodel commercial interior space in the community's business districts. **Building/business owner may apply one (1) time for this program per individual building.** (per fiscal year) If approved, building/business owner can reapply for this program again for additional improvements no sooner than one year after the first approved project has been completed.

## Matching Grant Awards

The applicant pays two-thirds of the costs and the City pays one-third of costs associated with approved interior renovation. Maximum funding allowed is \$4,500 per application for commercial interior grant program.

The BPCDC Executive Director and Board President, or their designee, reviews and recommends all projects, which must comply with the "Design Guidelines." The City Council gives final approval for all grants.

## Program Requirements

- Renters must have approval from building owner and hold a 3 year lease.
- Renovation or expansion must comply with City Code requirements and with the American's with Disabilities Act.
- Business must present copies of related contracts and paid invoices for reimbursement of approved expenditures.

## Design Assistance - No cost to applicant

- Main Street Iowa Design Specialists provide architectural drawings & suggestions to buildings in the Main Street Iowa designated district.

## Commercial Interior - Max 1/3 of cost up to \$4,500

- Repair work to floors, walls, interior trim, and ceilings
- Upgrading/retrofitting mechanical systems (Electrical, plumbing, etc. above ground only)
- Demolition work
- Space reconfiguration
- Installation of permanent fixtures (lights, ceiling fans, toilets)
- Finishing work (i.e. painting, coverings for ceilings, walls, interior window trim, and floors)
- Preservation of elements appropriate to the design of the interior (i.e. pressed metal ceilings, wood floor surfaces)

## HVAC - Max \$300 for one unit \$500 for both

- Replacement of outdated or non-working Heat or Air Units

## Ineligible Improvements

- Furnishings, fixtures, equipment or other personal property that does not become a part of the building
- Soft costs (i.e. building permits, space plans, professional fees)
- Modifications or removal of unaltered architectural and historic features unless structurally needed
- Work already commenced prior to the application (unless it was of an emergency nature)
- Anything under basement floor/crawl space or outside building walls

## Application and Review Process

- The applicant submits the application to the BPCDC Director & Board President, or their designee, who review the application.
- This group will make a recommendation for or against the proposed project
- The recommendation of this group will be reviewed by the City Council which will make a final decision on the application.
- The City Clerk notifies the applicant of the Council's decision. If the grant was approved, the city clerk gives approval for work being funded by the grant to proceed.
- After approval, the applicant has one year to complete the project. Upon satisfactory completion of the project, copies of all invoices, bids, affidavits and waivers of liens will be submitted to the City Administrator. If all of the requirements listed above are satisfied, the City Administrator will prepare a payment voucher and the city clerk will issue a check in the amount of the grant.

## Information Required with Application

- Narrative description of scope of work to be performed and various public benefits to result from the grant.
- Estimates of the rehabilitation costs.

***The policies, procedures and incentives described above may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify the requirements and the incentives at any time at its discretion, with or without notice.***

**For more information, please contact either:**

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319-434-6481  
Email: [director@bpcdc.net](mailto:director@bpcdc.net)

Stephen Beck, City Administrator  
City of Belle Plaine  
1207-8th Avenue  
Belle Plaine, IA 52208  
319-444-2200 or Fax 319-444-2113  
Email: [cityadminbp@netins.net](mailto:cityadminbp@netins.net)