



*Forging a stronger, more inviting, and more vibrant Plain City*

## Uptown Plain City Organization 2019 BUSINESS IMPROVEMENT GRANT

### PROGRAM DESCRIPTION

The Uptown Plain City Organization (UPCO) provides 50/50 matching grant(s), up to \$3,000, to an Uptown for-profit business or to multiple Uptown for-profit businesses in operation continually with regular hours open to the public for no less than two years at a physical Uptown Historic District address. This grant is to enhance the business' ability to provide quality, locally sourced items or services via: new equipment, an upgrade or addition to their facilities, expansion of inventory, or design and implementation of a marketing plan. As per UPCO's charter, only businesses within the Historic Uptown area (see attached map) are eligible. Only UPCO members in good standing are eligible. Grants will be made in accordance with the criteria and scoring system established by UPCO. Applications are available from the display piece located at the Village of Plain City's Water Office at 213 South Chillicothe Street, or on our website at [www.uptownplaincity.com](http://www.uptownplaincity.com). Funds will be awarded in at the July 4 UPCO Farmers Market.

### OBJECTIVE:

The objective of the UPCO Business Improvement Grant (BIG) Program is to encourage and facilitate our member local businesses of all types within the Historic Uptown District to make additions or improvements that expand or improve the businesses' ability to attract and serve customers.

### PROCEDURE:

- \_\_\_\_\_ 1. Thoroughly review all information, including the BIG Project Guidelines and the Terms and Conditions.
- \_\_\_\_\_ 2. Submit photograph(s) of existing conditions.
- \_\_\_\_\_ 3. Complete the application form.
- \_\_\_\_\_ 4. Include in your application:  Cost estimate(s), on vendor letterhead.  Detailed sketch/pictures of proposed improvements, where applicable.  Description of scope of project, with specs and materials list.  All applicable consent and release forms where appropriate.
- \_\_\_\_\_ 5. Submit all of the above by June 15, 2019 to:

Via U.S. Mail: BIG Uptown Plain City Organization P.O. Box 297 Plain City, OH 43064

Via e-mail: with subject line "BIG (name of business)", send to [info@uptownplaincity.com](mailto:info@uptownplaincity.com).

Or drop off at the UPCO office (put in slot) located behind the Village Chambers building at 213 S Chillicothe Street (former zoning office).NOTE: The BIG Committee may request additional information from an applicant to further define or clarify his/her specific project.



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### TERMS AND CONITIONS:

1. The project requires matching funds.
2. You must obtain applicable permits/approvals from the Village of Plain City Zoning Inspector, Union County Building Department, and/or Madison County Health Department should this be a part of your proposal.
3. You must save all paid receipts from bona fide contractors or trades people, including proof of payment (i.e. canceled check, vendor receipt, etc.).
4. Projects must be completed within 365 days from the date of grant receipt.
5. If project does not receive required approvals from other governmental bodies (permits, etc.), or if the applicant decides to not pursue the project funds must be returned to UPCO no later than 365 days after date of acceptance of funds
6. Any un-awarded funds will get carried-over and added to the budgeted grant amount for the following year.

### CRITERIA:

1. Eligible applicant - any UPCO member in good standing, as person(s) or entity(ies) that own(s) or manage(s) a for-profit business, with proper authority to facilitate proposed changes, physically located in the Historic Uptown area in operation continually for no less than two years is eligible to apply.
2. Project location in Historic Uptown area (per defined Village of Plain City boundaries, see map).
3. Eligible projects may involve the purchase of or the upgrading of equipment to improve or expand current services, the purchase of inventory specifically designed to expand current services, the design and/or implementation of a marketing program, maintenance, repair, general rehabilitation, and restoration of interiors of stores. Specifically, eligible projects include but are not limited to the following types:
  - A) EQUIPMENT: Cash registers, scanners, display pieces, food service equipment, serving equipment, desks, chairs, tables.
  - B) INVENTORY: Inventory necessary to initiate a new line of business different from the current business inventory. Inventory the same as or similar to inventory currently offered will not be eligible. Eligibility of inventory at UPCO's BIG Committee's discretion.
  - C) FACILITY: Expansion or improvement of interior of store through paint, woodwork, flooring, plumbing, electrical, or additional space from adjoining properties.
  - D) MARKETING: The design and/or implementation of a professional marketing program for the business.



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4. Projects NOT eligible under this grant include the following:

- a) Exterior work on the building facade that is visible from the outside.
- b) Residential-only buildings.
- c) Landscaping only projects.
- d) Increase of current inventory.

### DISCLAIMER:

UPCO and its affiliates (including the Design Review Committee) disclaim any responsibility for ensuring that improvements undertaken through its Business Improvement Grant (BIG) Program comply with the requirements of ADA. Owners should seek their own legal, architectural, or engineering advice concerning ADA compliance. Awarding of a grant in no way constitutes approval of ADA or any other (including state or local) requirements. Furthermore, we do not accept any responsibility for any errors in improvements or omissions concerning construction, engineering, or architectural matters or the like.

### SCORING SYSTEM:

Interior building improvement: +5 points

Equipment replacement or addition: +5 points

Inventory to fulfill an expansion of services: +5 points

Project that increases services to customers: + 5 points

Project that increases awareness of Plain City: + 5 points

Project that increases foot traffic in Uptown Plain City: +5 points

Any required permits (Building Department/Madison County Health/Design Review Board) not in place: - 5 points

Project start time:	0-3 months	+ 10 points
	3-6 months	+ 7 points
	6-9 months	+ 5 points
	9-12 months	+ 2 points

### QUESTIONS:

Contact Shannon Pine, UPCO Vice President, [steelerspines@gmail.com](mailto:steelerspines@gmail.com).



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### BUSINESS IMPROVEMENT GRANT PROGRAM APPLICATION

#### PROJECT INFORMATION:

Applicant Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Business(s) to be affected by this project: \_\_\_\_\_

#### CONTACT INFORMATION:

Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Is applicant the owner of the site? Yes \_\_\_ (attach Release Form) No \_\_\_ (attach Consent Form)

Briefly describe the Business Improvement project (attach material/item list): \_\_\_\_\_

Expected start date of project: \_\_\_\_\_

Expected completion date (no later than 1 year from start date): \_\_\_\_\_

Estimated Total Project Costs: \$ \_\_\_\_\_ (Attach estimate, if applicable)

Grant Request: \$ \_\_\_\_\_ (1/2 total cost of project or up to \$3,000 maximum, whichever is lower)

I hereby acknowledge that I understand and accept the Terms and Conditions of the Business Improvement Grant (BIG) Program. This signature indicates my intent to meet the specified Terms and Conditions if grant money is awarded. I further understand that, upon grant award, payment will be in strict accordance with UPCO-approved Guidelines and the Terms and Conditions thereof, which are hereby made part of this agreement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* (For Office Use Only) \*\*\*\*\*

Application Receipt Date: \_\_\_\_\_ Date of DRC Evaluation: \_\_\_\_\_

Total Score: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## Uptown Plain City Organization 2019 BUSINESS IMPROVEMENT GRANT

BUSINESS OWNER RELEASE FORM (For Owner/Applicants)

UPCO Business Program Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

(Estimated) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above company, hold the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Business Improvement Grant Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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BUSINESS OWNER CONSENT FORM (For Manager Applicants)

UPCO Business Program Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

(Estimated) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above property, do give my consent for this project to occur, holding the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Business Improvement Grant Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Uptown Plain City Organization 2019 BUSINESS IMPROVEMENT GRANT

PROPERTY OWNER RELEASE FORM (For Owner/Applicants)

UPCO Business Program Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

(Estimated) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above property, hold the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Business Improvement Grant Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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PROPERTY OWNER CONSENT FORM (For Tenant Applicants)

UPCO Business Program Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

(Estimated) Project Start Date: \_\_\_\_\_

I, \_\_\_\_\_, as owner of the above property, do give my consent for this project to occur, holding the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Business Improvement Grant Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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