

STEPS TOWARDS A SUCCESSFUL APPLICATION



Steps towards a successful application:

- Submit your completed application, supportive documentation, required information and checklist (attached). The Small Business Review Panel will evaluate your application for eligibility under the scope of the grant. If additional information or materials are needed before the application is eligible and complete, staff will contact the applicant and provide appropriate assistance.
- After the Small Business Review Panel evaluates the application, they will authorize the applicant to proceed per the request originally submitted and an awarded amount.
- Requests for reimbursement, including all receipts, will be submitted to GMCCI for approval. GMCCI will submit approved requests for reimbursement to the Muscatine Community Development Department for processing.
- Business owners are encouraged to apply soon due to limited availability. Projects should be completed within 120 days.

For more information or to schedule a pre-application meeting, please contact:

Greater Muscatine Chamber of Commerce & Industry Phone: 563-263-8895 E-mail: jlloyd@muscatine.com

SMALL BUSINESS FUNDING AGREEMENT

— ELIGIBILITY AND TERMS



1. Eligibility Requirements

- Eligible participants include the owners and/or tenants of buildings located inside the boundaries of the City of Muscatine and Grandview Avenue areas.
- Businesses shall have been open prior to application no less than 16 months.
- Ineligible participants include the owners and/or tenants of residential structures and buildings owned by the government, churches and other religious institutions, to the extent prohibited by State and Federal guidelines.
- Concurrence of the property owner, if different than the business owner/operator, is required, in writing, before improvements proposed by the tenant can be considered for approval.
- Improvements must be made to the façade of a building and the design of such improvements must comply with all city codes.

2. Terms of the Grant Agreement

- **Accounts and Records.** The grant recipient shall maintain books, records, documents, and other evidence pertaining to all costs and expenses incurred and revenues acquired under the grant to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services, and other costs and expenses of whatever nature for which payment is made with the proceeds of the grant. The grant recipient will retain these records for three years from the date City makes payment of the grant.
- **Administrative Costs.** No grant proceeds shall be used for administrative expenses.
- **Amendments.** These Program guidelines, terms and conditions may be amended from time to time by the Small Business Review Panel for reasons of operational efficiency or unforeseen circumstances that may arise or conflict with applicable City or State regulations affecting the administration of the Program.
- **Amount of the Grant.** The maximum amount of the grant will be \$5,000.
- **Cost Sufficiency.** The City does not make any warranty, either expressed or implied, that the proceeds of the grant available for payment of the costs of the project will be sufficient to pay any specific portion of the costs that will be incurred. The City is under no obligation to advance funds in addition to those specified in the grant approval by the Small Business Review Panel.
- **Disbursement of Grant.** Grant funds shall be disbursed to the grant recipient only upon the satisfactory completion of the project in accordance with a design for the project that has been approved by the Small Business Review Panel. The amount agreed upon will be disbursed when the project is completed in its entirety.

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- ***Inclusions and Omission.*** The requirements and regulations for Program administration outlined in the terms and conditions are designed to supplement and amplify the provisions as set forth in the applicable zoning and building code regulations administered by the City of Muscatine. These regulations, utilized together with the grant guidelines, terms and conditions, provide the basis for Program administration. The lack of any item to be included in these guidelines, terms and conditions shall not relieve or release the grant recipient(s), property owner(s), consultant(s), contractor(s) or City from the responsibilities under the provisions outlined in the applicable zoning and building codes and Program guidelines, terms and conditions.
 - ***Notice to Proceed.*** After the Small Business Review Panel has approved the application, all design elements, all required permits and received the W-9 form, the Small Business Review Panel will issue a Notice to Proceed via email. No work funded by the grant shall proceed until on or after the date of the Notice to Proceed. No reimbursement from grant funds will be made for work carried out before the date of the Notice to Proceed.
 - ***Permits.*** All pertinent permits must be obtained, and all work must comply with City, State, and Federal regulations.
 - ***Report of the City Building Official.*** The City Building Official shall determine if the work conforms to all applicable codes and regulations, and that any and all pre-existing code defects in the building façade have been corrected to conform to all appropriate codes.
 - ***Request for Payment.*** The grant recipient shall submit to the Small Business Review Panel on a form provided by GMCCI a listing of all bills for the materials and work completed and a statement that all work under the approved grant has been completed and that the listing is complete. The grant recipient shall also submit evidence as may be reasonably required to substantiate payment that was requested, such as lien waivers or conditional lien waivers.
 - ***Statement of Work and Services.*** The grant recipient will perform the work in a satisfactory and proper manner, as determined by the Small Business Review Panel conforming to the approved application, project budget, and project schedule.
 - ***Tax Payer Identification Number.*** After the Small Business Review Panel awards grants, all grant recipients are required to provide a copy of Internal Revenue Service Form W-9 Request for Taxpayer Identification Number and Certification. GMCCI will only issue a Notice to Proceed after it receives the W-9 Form.
 - ***Time of Project Completion and Fund Request.*** The work approved for the grant shall be completed within 120 days of the date of the “Notice to Proceed.” The grant recipient shall request grant funds only after the project has been completed in accordance with the approved application.
- Grants are only available while funds last.**
- ***Use of Grant Funds.*** The grant funds shall not be spent on any other purpose(s) than the activities approved in the application.
 - ***Failure by the grantee to comply with the terms of eligibility may result in forfeiture of award.***

SMALL BUSINESS FUNDING AGREEMENT



I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE I HAVE SUBMITTED ALL THE REQUIRED INFORMATION TO APPLY FOR APPROVAL OF THE SMALL BUSINESS GRANT AND THAT THE INFORMATION IS CORRECT.

I HAVE READ AND AGREE TO ABIDE BY THE "ELIGIBILITY, TERMS, AND CONDITIONS" OF THE SMALL BUSINESS GRANT.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT PRINT NAME: _____

GMCCI AND THE CITY OF MUSCATINE AGREE TO DISBURSE ARPA FUNDS TO GRANT RECIPIENT IN A TIMELY MANNER AFTER PROPER DOCUMENTATION OF THE COMPLETION OF THE PROJECT IS SUBMITTED.

CITY OFFICIAL SIGNATURE: _____ DATE: _____

GMCCI SIGNATURE: _____ DATE: _____

IF YOU LEASE YOUR SPACE, YOU WILL NEED TO OBTAIN A SIGNATURE FROM YOUR PROPERTY OWNER.

I HAVE CONTACTED THE BUILDING OFFICIAL AND HAVE INCLUDED IN THIS PROJECT ALL WORK TO CORRECT CODE DEFECTS.

PROPERTY OWNER SIGNATURE: _____ DATE: _____

APPLICANT PRINT NAME: _____