

ADDENDUM - Question 4
Mitchell County Business Façade Loan Program
Special Rules for Non-profits

Effective date: 11/28/2022

A non-profit applicant **MUST** meet all of the following requirements before applying for assistance:

- a) Be an established non-profit for a minimum of 3 years;
- b) Provide matching funds of 1:1 for the requested amount;
- c) Letter from current chairperson/president stating the non-profit will repay the loan; and
- d) Provide by-laws outlining the non-profit is allowed to borrow money (highlighted/circled) and who is authorized to sign the loan documents (highlighted/circled).



MITCHELL COUNTY Business Facade Loan Program

Purpose

This program is designed for small scale renovation projects to the facade of commercial buildings in Mitchell County. The program is available to provide an affordable financing option for improvements to commercial building facades in order to maintain the functionality, structural integrity and aesthetics in commercial areas.

Applicant Eligibility

1. Commercial building must be located in Mitchell County;
2. Building owner must be the program applicant/borrower; or business owner with letter from building owner approving proposed façade improvements;
3. Project must comply with applicable city, building, electrical, mechanical codes and have a valid permit;
4. **The applicant MUST have 2 of the following 3:**
 - a. A credit score of 700;
 - b. Been in business for 1 year;
 - c. Provide matching funds of 1:1 for the requested amount

Eligible Use of Funds

Funding for exterior improvements and fixtures. Projects may include, but are not limited to:

Vacant building redevelopment	Canopy or awning replacement, repair or installation
Building expansion	Exterior lighting
Removal of contemporary facades to expose original construction of building	Exterior painting including building mural, pressure washing, sand blasting
Repair and/or tuck point existing structures	Fixture - signage
Repair/replacement of siding, trim, windows, doors	Fixtures - heating/air/energy efficiency projects

Note: Other improvements not listed may be approved (i.e., design services)

Ineligible Use of Funds

Interior renovations and temporary or portable improvements.

Requirements include:

- All projects awarded must be completed within one calendar year from the date of the award letter
- No debt refinance
- Quotes for work to be completed

Loan Terms and Repayment:

1. Maximum loan of \$5,000 preferred (minimum loan of \$3,000)
2. Interest rate fixed at 0%
3. Maximum loan term of 5 years (minimum monthly payment of \$50)
4. Closing fee of \$100 to cover NCKCN expenses of administering the program
5. The loan will be paid in equal monthly installments by bank draft

Application period is open and on a first come, first served basis with no deadlines, based on the availability of funds.

Contact

Emily Benedick - Mitchell County Community Development Director
 209 East Main Street #104
 Beloit, KS 67420
 Phone: 785-738-3000
 Email: ebenedick@beloitks.org

Business Facade Loan Application

RECEIVED

Date: _____ Time: _____ By: _____

Project Building:

Property Address: _____

Business Name (if any): _____

Contact Information:

PROPERTY Owner:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Cell Phone: _____

BUSINESS Owner: (Complete only if different than PROPERTY Owner)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ Cell Phone: _____

Project Proposal:

PROJECT DESCRIPTION:

In the space below, briefly describe the proposed project. Be sure to review the Eligible Use of Funds as a guideline when formulating the project.

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PROJECT SCHEDULE:

Event	Loan Conditions	Estimated Date
Start of Project Work	No requirement on start date	
Project Completion	No later than one (1) year from Review Committee approval date	

PROJECT COST:

Estimated Total Project Cost \$ _____
Matching Funds of 1:1 (if applicable) \$ _____
Amount of Loan Requested (\$3,000 min/\$5,000 max) \$ _____
Monthly Payment Requested by Applicant (\$50 minimum) \$ _____
Number of Years in Business: _____

Along with your completed application, please submit the following:

	Requirement	Attached	N/A
1	Copy of quote for work to be completed including materials/labor from contractor and/or vendor on its business letterhead or standard estimate form.	<input type="checkbox"/>	<input type="checkbox"/>
2	Copy of approved building or sign permit from the City, if applicable. Please contact City to determine if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of credit score showing names of applicant(s). (Free from www.discover.com).	<input type="checkbox"/>	<input type="checkbox"/>
4	Attach digital color picture of building exterior or e-mail to the email address listed in the Contact section on page 1.	<input type="checkbox"/>	<input type="checkbox"/>

Firm Expression of Sincere Interest:

I hereby give my firm expression of sincere interest to pursue and complete my proposed project as outlined in this application pending funding approval from all sources:

PROPERTY OWNER:

Print Name: _____ Signature: _____ Date: _____

BUSINESS OWNER: (Complete only if different than PROPERTY Owner)

Print Name: _____ Signature: _____ Date: _____

Application Submittal:

- Application period is open and on a first come, first served basis with no deadlines, based on the availability of funds.
- Please make a COPY of the completed application BEFORE submitting original form.
- Submit using the contact information listed at the bottom of page 1.