BUSINESS FACILITY IMPROVEMENT LOAN PROGRAM APPLICATION

PROGRAM OBJECTIVE

The Governing Body of the City of Garnett recognizes that a well maintained and attractive business building encourages people to patronize that business. The Governing Body also recognizes that business owners may experience financial difficulty in improving their business structure. Therefore, Garnett's Business Facility Improvement Loan Program provides the opportunity for those business owners to receive a three (3) year, interest free loan to improve the overall appearance of their business.

Under this program, the applicant agrees that a minimum of 75% of the proposed improvements will be made to the exterior of the business structure. Such improvements include painting, doors, windows, sidewalks, awnings, parking facilities and signs. The remaining 25% can be used for interior repairs, such as painting, electrical and plumbing services to bring them into compliance with applicable codes; air conditioning, heating, walls, floors, ceiling and lighting.

APPLICATION

Name of Applicant(s): _____

Address of Applicant(s):_____

Telephone: (Home or Cell) _____ (Business) _____

Business Name: _____

Location of Business structure: _____

_____

Describe briefly what structure you wish to improve and what improvements are going to be made, i.e., painting, new doors, new windows, lighting, ceiling repairs, flooring, etc.:

_____

_____

_____

_____

Describe the condition of the structure (condition of plumbing, electrical, etc.):

_____

_____

_____

_____

_____
(Use back of form or attach additional pages if more space is needed.)

_____
Applicant Signature

_____
Co-Applicant Signature (If applicable)

_____
Date

APPLICATION PROCESS

1. All applications will be reviewed by members of the City's staff.
2. All applicants will be awarded on the basis of need. Therefore, make sure that the narrative section of this application form is filled out to the best of your knowledge and describes the benefits to be realized by the improvements made to your business structure. City staff reserves the right to require additional information, supporting documentation or both.
3. Applicants shall present with this application a written and signed estimate for the improvement costs by a qualified person engaged in the business. Said contractor must be bonded and licensed with the City of Garnett, having proper insurance, including liability insurance, and if applicable, workmen's compensation coverage, and possess equipment necessary to complete the job in a satisfactory manner.

4. An inspection of the property will be made by the City before commencement of the project and after completion of the work.
5. The applicant agrees to make the business property available for continued inspections before and during the improvement work.
6. All work will be completed in accordance with the applicable building codes, ordinances, American Disability Act (ADA), and in compliance with the program objectives which are to improve the physical and aesthetic appearance of the business structure.
7. Applicants will be awarded a maximum loan of $2,000. If the job estimate is less than $2,000, then the grant award will be the exact amount of the estimate. All loans will be paid back to the City of Garnett in three (3) annual payments with the first payment due within 12 months from the date of the awarding of the grant, followed by the second payment within two (2) years and the third payment within three (3) years. Delinquent installments are subject to interest.
8. Upon completion of the improvements, the contractor's bill will be paid up to and including the amount of $2,000. The business owner agrees to pay the contractor any balance over the $2,000 upon the terms and conditions mutually agreed with the contractor.
9. The City Clerk will prepare the promissory note agreement between the City of Garnett and the recipient of the loan. The applicant(s) agrees to execute and deliver payment under the terms of the promissory note agreement to the City of Garnett for the actual funds expended, not to exceed $2,000 payable in accordance with the terms of the three (3) year loan.
10. The Business Facility Improvement Loan Program cannot be used in conjunction with any other City of Garnett funding program.

Application Reviewed By: _____

APPROVED: ____ YES   ____ NO

                                          _____
                                          Date