

Downtown – Special Improvement District’s (SID)
IMPROVE Program
(Incentives to **Maintain Proper Restoration Of Valuable Edifices**)

The Downtown – Special Improvement District (SID) is now offering a new building assistance program to downtown Hamilton’s building / business owners. The purpose of the program is to essentially help the SID’s downtown building / business owners improve the exterior facades of their downtown buildings and / or businesses. The new program is called the IMPROVE Program (i.e., Incentives to **Maintain Proper Restoration Of Valuable Edifices**) and went into effect on October 1, 2006. Only building and / or business owners with buildings and / or businesses that are located within the Downtown – Special Improvement District may apply for this program. The approximate boundaries of the SID are High Street on the north, Martin Luther King Boulevard on the east, Ludlow Avenue on the south, and Front Street on the west.

How the Program Works

The SID is offering up to \$8,000 / year in assistance to downtown building / business owners, for a trial period of two years. This would create a grant pool of \$16,000 over the two year period. Interested building / business owners would only be able to receive a maximum of \$2,000 per downtown building per year.

Project Financing

The maximum grant to any one project shall not exceed 50% of the cost for an eligible activity up to \$2,000.

For example: If a building / business owner received a quote of \$2,000 to paint their building, then he or she would potentially qualify for \$1,000 from the SID’s IMPROVE Program. However, if a building / business owner received a quote of 6,000 to paint their building, then he or she would potentially qualify for only \$2,000.

Qualified Projects

The SID match / contribution must be used strictly for exterior façade work only (e.g., painting, brick / stone repair, brick / stone cleaning, new awnings / awning repair, new windows, etc.), with no interior improvements permitted under any circumstances. The SID funds will be provided directly to the building / business owner upon completion of the approved work.

Project Review Guidelines

Proposals have to be presented to, be reviewed by and officially approved by the SID’s Board of Directors at one of its regularly scheduled monthly meetings (i.e., held the first Wednesday of every month) before any actual work can begin. Proposals also have to be formally presented to and approved by the City’s Architectural Design Review Board before any work can begin.

Project Timelines

Project proposals have to be completed within six months once an agreement has been formally made with the SID. Extension agreements will be considered only with the approval of the SID's Board of Directors.

Reimbursement Deliverables

Award of funds from the SID IMPROVE Program will be on a reimbursement basis. Building / business owners will be reimbursed upon completion of the project to make sure that the project has been completed as promised, in a timely manner and to the satisfaction of the SID's Board of Directors. Qualified applicants will be required to provide the following documentation in order to receive reimbursement for costs already expended for the eligible activity.

- Copy of approved contractor estimates / paid invoices
- Copy of agreement with approved contractor selected / hired to conduct the work
- Documentation noting approval from the City of Hamilton's Architectural Design Review Board

Program Administration

The SID's Operations Manager and ReDiscover Hamilton's Business District Manager will work collaboratively to assist interested downtown building / business owners with their proposals / projects and will oversee the program on behalf of the SID. The Operations Manager and Business District Manager will make arrangements for the building / business owners to present their proposals at one of the SID's regularly scheduled board meetings, will maintain regular contact with the building / business owners throughout the entire project renovation period, will provide project reports and updates to the SID's Board of Directors at the SID's monthly board meetings, and will make sure that the building / business owners have been paid once all of the anticipated work has been completed.

Contact Information

For more information on the SID's IMPROVE Program, please contact Gary Richards of ReDiscover Hamilton at 513-844-8050 or feel free to e-mail him at rediscoverhamilton@fuse.net

**THE DOWNTOWN HAMILTON – SPECIAL IMPROVEMENT DISTRICT'S
IMPROVE PROGRAM**

GRANT APPLICATION

NAME OF APPLICANT _____

BUILDING ADDRESS _____

DESCRIPTION OF
WORK TO BE
COMPLETED _____

TOTAL COST OF
WORK TO BE
COMPLETED _____
(Please Provide Three Cost Estimates)

TOTAL DOLLAR
AMOUNT PROVIDED
BY THE SID _____

NAME, ADDRESS
AND PHONE # OF
CONTRACTOR USED _____

WORK START DATE _____ ANTICIPATED COMPLETION DATE _____

Applicant's Signature _____ Date _____

Building Owner's Signature IF Applicant Is NOT the Owner
of the Building Being Renovated _____ Date _____

SID President's Signature _____ Date _____

Business District Manager's Signature _____ Date _____

** Applicant and / or Building Owner Has Received a Copy of the IMPROVE Program's Guidelines

Yes _____ No _____ Initials _____ Yes _____ No _____ Initials _____