



CITY OF MOTLEY

COMMERCIAL FACADE IMPROVEMENT GRANT PROGRAM

Grant Guidelines

Program Purpose: The City of Motley heard a clear message through the Rural Capacity Program (RCP) Commercial Improvement Survey: businesses want continued investment in commercial properties and the overall appearance of the community.

In response, the City of Motley is establishing the **Motley Commercial Façade Improvement Grant Program** to encourage private investment, improve community appearance, strengthen commercial properties, and support local businesses throughout the City of Motley.

Grant Information

- Maximum grant award: **\$2,500**
- **Minimum 1:1 cash match required**
- Grants are awarded on a reimbursement basis
- One grant per business per calendar year
- Projects may not begin prior to grant approval or permit issuance, if required.
- Grant awards are subject to City Council approval.

Funding is limited and available on a first-come, first-served basis. Applications will be accepted on a rolling basis and reviewed monthly by the City Council until all program funds have been awarded or the program is discontinued by the City of Motley.

Eligibility:

Eligible applicants include:

- For-profit businesses located within the City limits of Motley
- Commercial tenants with written property owner approval

The following applicants are not eligible for this grant program:

- Organizations classified as 501(c)(3) nonprofit organizations
- Religious organizations
- Financial institutions
- Government entities
- Residential properties (including apartment buildings)

All applicants must be current on local property taxes, utility payments, and any obligations owed to the City of Motley.

Eligible Projects: Eligible projects should improve business visibility, curb appeal, or community appearance. The City of Motley reserves the right to determine project eligibility.

Eligible projects may include:

- Permanent business signage
- Awning installation or replacement
- Exterior painting
- Window and entryway improvements
- Exterior lighting
- Masonry repair
- Fees associated with completing the project (architect, engineering, etc.)
- Other exterior improvements approved by the City of Motley

Ineligible projects:

- Interior renovations
- Inventory or merchandise
- Payroll or staffing expenses
- Temporary signs
- Routine maintenance
- Projects completed prior to grant approval
- Projects deemed ineligible by the City of Motley

Application Requirements: Incomplete applications may be delayed or deemed ineligible. Applications must include:

- Completed application form
- Project description
- Cost estimates or contractor quotes
- Property owner approval, if applicable

Project Completion & Reimbursement: Approved projects must be completed within twelve (12) months of grant approval unless the City of Motley approves an extension. Applicants are responsible for obtaining any required permits, inspections, and applicable permit fees. Grant funds are reimbursed upon project completion after verification by the City of Motley and submission of required reimbursement documentation.



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Grant Application

This grant program was developed through the Rural Capacity Program (RCP) in response to feedback received from City of Motley businesses through the Commercial Improvement Survey.

Submit Completed Applications:

By Email to: **clerk@cityofmotley.com** (Subject line: **City of Motley Commercial Grant**)

Or Deliver To: **Motley City Hall - 316 US-10 S, Motley, MN 56466**

Applications are accepted and reviewed on a rolling basis until all available program funds have been awarded.

Questions?

Contact: **Tami Brotherton**

Phone: **218-352-6709** Email: **clerk@cityofmotley.com**

Applicant Information:

Business Name: _____

Business Address: _____

Property Owner (if different): _____

Contact Person: _____

Phone: _____

Email: _____

Project & Funding Details:

Proposed Start Date: _____

Completion Date: _____

Grant Amount Requested: \$ _____

Total Estimated Project Cost: \$ _____

*****Maximum Award Amount is \$2500**

Required Business Match: \$ _____

Additional Funding Needed: \$ _____

Select other funding resources you will utilize to complete the project:

☐ Bank Loan ☐ Personal Funds ☐ Other _____

Project Description:

Briefly describe the proposed project and how it will improve your business or property. Attach an additional page if necessary.

Estimated Project Costs:

Please estimate the cost of each project component. Attach contractor quotes or cost estimates with your application.

Signage \$ _____

Exterior Painting \$ _____

Awnings/canopy \$ _____

Entryway/threshold \$ _____

Windows \$ _____

Design Fees \$ _____

Doors \$ _____

Other (Specify) \$ _____

Total Estimated Cost \$ _____

Application Checklist:

Please include the following with your application:

☐ Completed application

☐ Property owner authorization (if applicant is a tenant)

☐ Contractor quote(s) or cost estimate(s)

☐ Sign design, rendering, sketch, or concept (if available)

I certify that the information provided is true and accurate to the best of my knowledge and that I have read and understand the Commercial Facade Improvement Grant Program Guidelines.

Applicant Signature: _____

Date: _____

For Office Use Only

Application Received: _____

Application Complete: ☐ Yes ☐ No

Grant Amount Requested: \$_____

Grant Amount Approved: \$_____

EDA Action: ☐ Approved ☐ Denied

Approval Date: _____

Project Completed: _____

Reimbursement Amount: \$_____