

Downtown Development Investment Fund Application *Renovation*

Please read ORDER #2019-165, complete this application, and return it and the required documentation to the Director of Downtown Development located at City Hall, 32 Wall Street, Winchester, Kentucky.

The following application will provide staff with the information needed to determine your eligibility to receive a Downtown Development Investment Fund (DDIF) Grant.

Total renovation grant funds available will be limited to \$18,000 per fiscal year, per entity.

Applications accepted January 1 to September 30.

Date _____

Applicant Information

Applicant: _____

Property Address: _____

Mailing Address (if different): _____

City _____ State _____ Zip Code _____

Telephone Numbers: Home: (_____) _____

Mobile: (_____) _____

E-mail Address: _____

Grant for which you are applying (Check all that apply): Upper Story Residential Façade
 Roof Stabilization Lower Story Retail

Property Information

Proposed use of property/space?

Who will perform the work associated with this grant application? List each contractor per applicable grant individually:

***A Certificate of Insurance must be submitted with the application for each individual contractor.**

Building square footage/area affected by this Project:

/ _____

Individual Grant Amount Requested for this application (list all that apply):

Upper Story Residential (25% match with \$3,000 max)

Façade (50% match with \$1,000 max)

Roof Stabilization (25% match with \$12,500 max)

Lower Story Retail (25% match with \$3,000 max)

General Information

Is the property located within the Historic District (Please refer to Historic District Overlay Map): Yes No

Do you own the property: Yes No

Are the property taxes paid to date: Yes No

Have any insurance monies been paid, or have there been any claims against the structural property in the last five years: Yes No

Outline Letter

Once the above is completed, attach an outline letter that includes the following information:

- A description of proposed business including overall concept, history, past and current locations (if applicable).
- The projected community impact including estimated number of employees, expected customers per day, parking impact, and any other relevant information.
- Any foreseeable contribution to the Downtown Winchester community.
- A description of structure and how the monies issued will be utilized to aid in its improvement.
- A detailed outline of costs associated with this project along with itemized estimation of expenses for each individual grant being applied for by application.

Required Documentation

The following documentation MUST be submitted with your application or it cannot be processed.

- A completed and signed application.
- A listing of owners/partners and officers/directors who have ownership in the property (with accompanying Kentucky SOS evidencing above).
- A copy of the property deed.
- A copy of the current Certificate of Insurance (or standard Acord form).
- Current photos of the area for which the grant(s) will be utilized.
- A cover letter (as outlined above).
- If applying for the Façade Grant, a copy of Certificate of Appropriateness issued by the Historic Preservation Commission (HPC). They can be contacted at 859-744-7019.

APPLICANT ACKNOWLEDGEMENT OF UNDERSTANDING

I _____ (print name) certify that all statements on this application are true and correct to the best of my knowledge. My signature below acknowledges receipt and comprehension of the Historic District Grant Order #2019-165, and I understand the City of Winchester's/ Winchester First's DDIF program. I hereby grant permission to verify the information supplied on my application.

I understand that this program is funded by the City of Winchester Downtown Development Investment Fund and monies may or may not be available on a yearly basis. Therefore, by signing this application, I understand there is no guarantee of grant funds being made available.

I understand that the Winchester First's Downtown Development Investment Fund Committee will review all applications and further reserves the right to approve or deny any application.

I understand that as a participant in this program, I will be issued a 1099 or a W-9 for the amount received.

Applicant Signature

Date

Printed Name

Completed applications can be mailed to:

City of Winchester
C/O Downtown Development
P.O. Box 40
Winchester, KY 40392

Or dropped off at:
32 Wall Street
Winchester, KY 40391

Historic District Overlay Map



Base data provided by the Clark County Geographic Information System (CCGIS) Coercive, September 2014