

**McPHERSON MAIN STREET  
DESIGN GRANT PROGRAM**  
Grant Guidelines



Administered by:  
McPherson Main Street  
306 N. Main  
McPherson, Kansas 67460  
(620) 241-7430

[www.mcphersonmainst.org](http://www.mcphersonmainst.org)  
e-mail: [mainst@mcphersonks.org](mailto:mainst@mcphersonks.org)

Executive Director: Ann Engel

## **McPHERSON MAIN STREET DESIGN GRANT PROGRAM**

### **PROGRAM INTENT:**

To create or stimulate private investment primarily in the designated McPherson Main Street downtown area and secondarily in the City of McPherson. The expected outcome of this program is to improve the outside physical appearance of new or existing member businesses.

### **ELIGIBILITY:**

Only current McPherson Main Street members in good standing will be eligible to apply for the grant funds by submitting application(s) to the McPherson Main Street program.

### **MATCH REQUIREMENT:**

All project grants will be competitive in nature. There will be a 1:1 match requirement.

### **ELIGIBLE USE OF FUNDS:**

1. Appropriate paint up/fix up projects on the front façade, back, or sides of buildings.
2. Paint up/fix up or design, production, and installation of appropriate signage.
3. Appropriate installation or repair of awnings on front facades.

### **PROJECT CRITERIA:**

1. Only one grant per year, per business.
2. Applicants may apply for \$1000 maximum per project, however, actual awards may be less than the requested amount.
3. Projects that were started and/or completed within 12 months prior to the application deadline are eligible to apply.
4. Funded projects are to be completed within 12 months of application approval. If unforeseen circumstances prevent meeting the completion deadline, a one-time extension may be granted based on the circumstances.
5. Projects must be completed as proposed. Reporting documents on the progress and outcome of the project will be required prior to the release of funds.

### **FUND DISBURSEMENT:**

Once the project is completed, receipts must be produced to show that the 1:1 match has been met. Upon determination of the match requirements, a check will be written for the full amount of the grant and given to the applicant. If there has not been a 1:1 match, the awarded grant amount will be adjusted accordingly prior to a check being issued. A photo of the check presentation will be used for promotion purposes.

### **INELIGIBLE USE OF FUNDS:**

1. Public improvements and public or private infrastructure.
2. Projects that do not meet the minimum private investment match.
3. Landscaping projects on public or private property.
4. Any training expenditures, salaries, or wages for existing or newly created jobs.
5. Any licensing, insurance, taxes, or other expenses considered to be a cost of doing business.

If you have any questions about the eligibility of a project, please call the Main Street office for assistance before submitting the application.

### **SELECTION CRITERIA:**

#### **All proposals must include:**

1. Projects description and location.
2. Project need.
3. Project estimate & photocopies of bids/estimates.
4. Project beginning and ending date.
5. Current photo of project area.

#### **The Main Street Design Committee will evaluate all proposals on the following criteria:**

1. Location of project
2. Need and impact
3. Relationship to and consistency with current downtown plan, if applicable.
4. Private match.

### **APPLICATION AND APPROVAL PROCESS: PLEASE READ ALL INSTRUCTIONS CAREFULLY**

The proposed project must be submitted on the application form (or same format) provided by McPherson Main Street during the application period. **Application deadline is June 30<sup>th</sup> each year.** Announcement of awards will occur approximately two weeks (or less) following the deadline.

- **IF APPLICATION IS MAILED, IT MUST BE POSTMARKED ON OR BEFORE June 30<sup>th</sup> of the current year.**
- **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
- **THE ORIGINAL COPY MUST HAVE ORIGINAL SIGNATURES.**

#### **NOTE:**

All attachments, business plans, architectural drawings, and copies of plans or other applicable information, must be submitted with the application, not under a separate cover.

In the interest of fairness to all applicants, all instructions will be rigidly enforced. Any applications not adhering to these instructions will be considered incomplete and will not be accepted. If you have a question regarding these instructions, please call the Main Street office prior to submitting the application 620-241-7430, or e-mail [mainst@mcphersonks.org](mailto:mainst@mcphersonks.org)

# McPHERSON MAIN STREET

## APPLICATION

### McPHERSON MAIN STREET DESIGN GRANT PROGRAM

**Deadline: June 30<sup>th</sup> Current Year**

1. Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_
3. Date project will begin: \_\_\_\_\_ Project completion date: \_\_\_\_\_
5. Main Street Grant Funds Requested (not to exceed \$1000) \$ \_\_\_\_\_  
*Note: Applicants may not receive all funds requested as this is a competitive grant.*
6. Source and amount of matching funds (Private or Borrowed):
7. Narrative description and justification of project:
  
  
  
  
  
  
  
  
  
  
8. Estimated Economic Impact: Complete the following as it pertains to your project.
  - Benefits to McPherson: Explain what benefits you believe this project will bring to your business and our area.