



**Barrett Economic Development Corporation  
Commercial Property Improvement Program  
Guidelines**

**Purpose**

The mission of the Barrett Economic Development Corporation (BEDCo) is to strengthen and support the Barrett community by enhancing the local economy and the economic opportunities of town residents. The Commercial Property Improvement Program is one of many initiatives developed by BEDCo to fulfill its mission. The purpose of the program is to improve commercial building exteriors. Grants are intended to rehabilitate commercial buildings, enhance the economic vitality of Barrett Township's commercial districts, attract customers to the community and create a sense of place.

**Eligibility**

Any property or business owner may request a grant. Grants can be used to improve commercial, retail, professional or industrial buildings. The building must be located within Barrett Township. Grant awards can be used to address building code violations and/or structural defects. The applicant is required to apply for all necessary building permits with Barrett Township. Grant awards are made on the condition that at the time that the construction work is completed, the property will be able to function as a viable commercial building with a Certificate of Occupancy from Barrett Township. Municipal tax payments on the property must be current at the time that the application is submitted.

The following types of building improvements are eligible for grant awards:

- Architectural elements: windows, doors, transoms, shutters, decorative trim
- Functional enhancements: lighting, awnings, entryways, steps, landscaping
- Storefront improvements: signage, wall cladding, decorative elements
- Exterior finishes: masonry repair, restoration of original materials, painting

The following types of building improvements are **not** eligible:

- Interior renovations
- Sidewalks
- Roofing
- Portable or temporary features
- Routine cleaning

### **Grant Awards Criteria**

Grant awards will be made based on the following criteria:

- Impact on the functionality and attractiveness of the property
- Economic benefit to the commercial district
- Preservation of the architecture and character of the building
- Visibility of the improvements
- Durability of enhancements
- Strength of application materials

### **Grant Parameters**

Grant requests will be considered for projects ranging from \$1,000 to \$20,000. The expectation is that applicants will match the grant award, contributing 50% of the total project budget. If the applicant is unable to contribute to the cost of the project at this level or at any level, they will be asked to explain their financial circumstances that prohibit them from making a match on the application form. Generally, the maximum award for the program is \$10,000. However, the Review Committee will consider requests up to \$20,000.

### **Application Process**

Property and business owners interested in the Commercial Property Improvement Program are asked to complete and submit an application. The application consists of the application form and several supporting documents. These supporting documents include:

- Contractor estimate(s)
- Addendum with contractor information if more than two contractors will be retained
- Specifications, renderings, illustrations and photos of new building elements and materials
- Code violation notices, if applicable
- Authorization letter from property owner, if applicable

- Proof of ownership of the property such as copy of deed, property tax receipt or affidavit of title

### **Application Review Process**

Requests for grants will be considered by the Commercial Property Improvement Program Review Committee once all the application materials have been submitted. The Committee may contact the applicant to ask for more details about the project, the construction materials and the timetable to finish the scope of work. The Committee will review requests on a rolling basis and will inform applicants of a decision on their application within 30 days of submission.

### **Disbursement of Funds**

Payments will be made directly to contractors. Applicants need to send the Review Committee invoices from contractors that show the work completed before payment can be made. Payment will be made within 30 days of receipt of invoices. The final payment to the contractor is subject to the approval of all building permits required for the project.

### **Publicity**

BEDCo reserves the right to publicize funded projects in its communications with the public. This includes the use of photos of the building before, during and after construction. The property or business owner may choose to remain anonymous if they wish in any or all communications.

### **Contact Information**

Property or business owners interested in the Commercial Property Improvement Program are asked to contact BEDCo's Community Relations Coordinator, Matt Long, at [MLong@betterbarrett.org](mailto:MLong@betterbarrett.org) for more details. The application is available on BEDCO's website at [www.betterbarrett.org](http://www.betterbarrett.org).

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