



**Name of Applicant:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Property Owner's E-mail Address:** \_\_\_\_\_

Please indicate the purpose of the grant by checking the most appropriate box below:

- |  |  |
|--|--|
| <input type="checkbox"/> Mechanical Repairs                | <input type="checkbox"/> Fire Suppression Repairs                  |
| <input type="checkbox"/> Electrical Repairs                | <input type="checkbox"/> Costs of Bringing the Building Up to Code |
| <input type="checkbox"/> Plumbing for Building-Out Repairs | <input type="checkbox"/> Support Mechanisms (Roofing,              |
| <input type="checkbox"/> HVAC Repairs                      | Foundation, Support Beams, Columns, Trusses,                       |
|  | etc.)  |

**How will your Renew and Rebuild Grant project change the use of the space? (check all that apply):**

- Upgrade vacant space for business use
- Rehab deteriorated space to create new business use
- Convert space into a different type of business
- Use space to add a new business capability/service
- Expanding into an adjacent space to the existing building
- Other



**Indicate intended space use (check all that apply):**

- Office
- Personal Service
- Retail
- Restaurant
- Professional Services
- Events/Entertaining
- Mixed Use

**Less than 50 employees?:**

Yes  No

**How Many Employees Do You Have?:** \_\_\_\_\_

**Level of capital investment:**

- \$10,000 - \$24,999
- \$25,000 - \$49,999
- \$50,000 or more

**Square feet of space:** \_\_\_\_\_

**Is the property located in designated historic district or has Muskogee Landmark designation?:**

Yes  No

**Does the project rehabilitate a deteriorated and/or dilapidated property and/or abate an environmentally impaired building:**

Yes  No

**Does the project reuse vacant or underutilized property?:**

Yes  No

**Total Project Cost Estimate:** \_\_\_\_\_

**Project Completion Time From Grant Approval:** 30 Days 90 Days 180 Days



**Request Amount (Max \$50,000.00):** (Can not exceed 50% of actual cost) \_\_\_\_\_

**Describe proposed improvements to the building in the space below.**

**Please be specific and use additional sheets if necessary.**

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**Is this a Residential Property:**

Yes  No

**Have you already applied for any permits or zoning changes?:**

Yes  No

**Are you a previous applicant (Location is eligible to reapply every 3 years):**

Yes  No

**Will this project require permits?:**

Yes  No

**Are you working with an Architect or General Contractor?:**

Yes  No

**Please attach copies of the following documentation:**

1. An itemized estimate of all materials, supplies, and/or labor costs of the project
2. Sketch or drawing of the proposed work
3. A current photograph of the building exterior and interior/project location within the context of the project.
4. Approval by Main Street Muskogee Economic Vitality Committee
5. Submission of Plan to Historic Preservation Commission (include COA in submission)



**Applications must be submitted electronically to [mainstreetmuskogee@yahoo.com](mailto:mainstreetmuskogee@yahoo.com) referencing “Renew and Rebuild Grant” in the subject line of the email.**

I have consulted with Main Street Muskogee, Inc. about the proposed project. I fully understand the requirements of the Main Street Muskogee, Inc. Grant program and agree to proceed within those guidelines as they have been explained to me. I understand that should I be selected for the grant, in order to receive assistance from Main Street Muskogee, Inc. I must submit a copy of the project paid-in-full receipts to Main Street Muskogee, Inc. within 15 business days upon completion as supporting documentation for the assistance received.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Main Street Representative

\_\_\_\_\_  
Date

I, \_\_\_\_\_, owner of the aforementioned property, consent to the proposed project shown in this grant application in the above-named applicant. I, as the property owner, fully understand the requirements of the Main Street Muskogee, Inc. Grant Program and agree to proceed within the guidelines set forth by Main Street Muskogee, Inc. as they have been explained to me.

\_\_\_\_\_  
Signature of Property Owner, if applicable

\_\_\_\_\_  
Date



## **Purpose and Objectives**

The Renew and Rebuild Grant is being offered by Main Street Muskogee, Inc. to property owners who wish to make building improvements, renovations, and/or additions to commercial property in the Main Street Muskogee designated district. The 50/50 matching grant upon approval of the Main Street Muskogee board of Directors can allocate or amend a requested amount per project. Priority will be given to restoring historic buildings in the Main Street Muskogee grant boundary. The Main Street Muskogee grant boundary is defined as the South side of Denison Street, Both sides of 7th Street, North side of Elgin Street but to include P&H Supply, and both sides of Main Street. Special focus to buildings will be given on Broadway from Main to 4th Street.

## **Grant Timeline**

- Grant applications open July 1, 2024
- Grant applications are due on a rolling basis until funds are expended.
- Reimbursement requests must be submitted by June 30, 2025. An extension may be granted upon approval.
- If remaining funds are available after the close of the fiscal year, funds will revert to the City of Muskogee Foundation, unless active projects are incomplete.

## **Grant Conditions**

Grant recipients must agree in writing to abide by all conditions contained in the grant, including:

- Grant recipients must display a sign identifying the project as having received a Main Street Muskogee grant. This will be supplied by Main Street Muskogee and City of Muskogee Foundation.
- All necessary building permits must be in place before the project startup.
- All contractors must be licensed and bonded.
- Reimbursement will occur only after the project is completed and inspected by Main Street Muskogee and all receipts for labor and materials have been submitted and approved.
- The granting period is generally 10-12 months from the date of the award:
- Extensions may be requested in writing with the concurrence of the Renew and Rebuild (Economic Vitality Committee) review panel.



## **Definitions**

**Eligible Costs:** Eligible costs included, but may not be limited to; building improvements, renovations, and/or additions to commercial property related to mechanical, electrical, plumbing for building-out, HVAC, fire suppressions, costs of bringing the building to code, support mechanisms (roofing, foundation, support beams, columns, trusses, etc.)

**Grantee:** The individual(s) receiving the grant (building owner)

**Grantor:** Main Street Muskogee, Inc.

**What Can I Use It For?:** Building owners can use the grant funds to assist with costs associated with building improvements, renovations, and/or additions to commercial property related mechanical, electrical, plumbing for building-out, HVAC, fire suppressions, costs of bringing up to code, support mechanisms (roofing, foundation, support beams, columns, trusses, etc.). Funds cannot be used on items listed in the “Ineligible Plans For Buildings” section below.

**Is My Building Eligible?:** New and existing building owners that purchase or currently operate a commercial space at least 400 square feet in size within the defined grant boundary (please see attached), are eligible for the Renew and Rebuild Grant Program, subject to available funding and review. Your project will not qualify for grant funds if you submit plans that fall into the grant programs “Ineligible Plans For Buildings” section below.

Landlords and real estate investment firms that intend to hold the property for investment purposes are not eligible. Businesses that are part of a national or regional chain are also ineligible unless the business is an independently owned and operated franchise.



**Program Goal:** The goal of the Business Incentive Grant is to provide assistance with Building Improvements, Renovations, and/or additions to commercial property related mechanical, electrical, plumbing for building-out, HVAC, fire suppressions, costs of bringing up to code, support mechanisms (roofing, foundation, support beams, columns, trusses, etc.)

**Program Description:** The program will provide grants to approved building owners to assist the owner with costs associated with building improvements, renovations, and/or additions to commercial property related mechanical, electrical, plumbing for building-out, HVAC, fire suppressions, costs of bringing up to code, support mechanisms (roofing, foundation, support beams, columns, trusses, etc.).

**Eligible Grant Recipients:** The Business Incentive Grant program funds are available to for-profit businesses meeting the following criteria:

- Must be located within the approved boundary map (please see attached) priority given to buildings in the focus area.

**Ineligible Plans for Buildings:** The following future businesses in buildings are ineligible for the Renew and Rebuild grant program:

- Dead Storage
- Governmental units
- Home-based businesses unless the business unit is moving into a vacant commercial space to support functions of the business
- Residential uses and lessors of residential units/property (landlords) unless the business unit of the lessor is moving into a vacant commercial space to support functions of the business
- Real estate investment firms, when the real property will be held for investment purposes as opposed to otherwise eligible small business concerns for the purpose of occupying the real estate being acquired.
- Businesses engaged in any illegal activity under federal, state, or local law
- Subsidized Housing projects



**Eligible Activities:** Eligible uses of the grant funds include, but are not limited to the following activities:

- Building Improvements, Renovations, and/or additions to commercial property related mechanical, electrical, plumbing for building-out, HVAC, fire suppressions, costs of bringing up to code, support mechanisms (roofing, foundation, support beams, columns, trusses, etc.)

**Eligible Property Terms:** Interested applicants must submit a copy of the deed to prove ownership of the property.

**Performance Reporting:** Recipients of the Renew and Rebuild Grant will be required to submit semi-annual performance reports documenting the buildings assisted, as well as any other contract deliverables as requested.

Narrative Information

*This grant application will be evaluated based in-part on the quality of response to the below questions.*

**About the Building. Please use the space below to describe the building. Include details about when you purchased, plans for the space, etc.; Tell us the story of the Building.:**

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**Building Improvements. Please use the space below to describe the permanent improvements/renovations/rehabilitation activities that will be done to the location.:**

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**Questions about the Grant. Use the space below to submit questions about the program.:** \_\_\_\_\_

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