

**LDP – DDA Small  
Grant  
Reimbursement  
Program  
APPLICATION**

DATE OF SUBMITTAL:	
TARGET DDA BOARD MEETING DATE:	
<b>APPLICANT NAME (INCLUDE DBA):</b>	
IS APPLICANT THE PROPERTY OWNER?	<u>YES</u> <input type="radio"/> <u>NO</u> <input type="radio"/>
ADDRESS (STREET, CITY, STATE, ZIP):	
PHONE:	<u>BUSINESS</u> <u>CELL</u>
EMAIL:	
<b>PROPERTY OWNER NAME (IF DIFFERENT FROM APPLICANT)</b>	
ADDRESS (STREET, CITY, STATE, ZIP)	
PHONE:	<u>BUSINESS</u> <u>CELL</u>
EMAIL:	
<b>PROJECT PROPERTY ADDRESS</b>	

## APPLICATION (con't)

<b>ARCHITECTS NAME</b>	
ADDRESS	
PHONE	<u>BUSINESS</u> <u>CELL</u>
EMAIL	
<b>CONTRACTORS NAME</b>	
ADDRESS	
PHONE	<u>BUSINESS</u> <u>CELL</u>
EMAIL	

**PROJECT TYPE:**

- |   |   |
|---|---|
| <input type="radio"/> FRONTAGE IMPROVEMENTS (SIGNAGE EXCLUDED)<br><input type="radio"/> PUBLIC ART<br><input type="radio"/> PUBLIC ACCESS (BIKE RACKS/BENCHES)<br><input type="radio"/> ENTRY-WAY/EGRESS IMPROVEMENTS | <input type="radio"/> CONTAINERS AND PLANT MATERIALS<br><input type="radio"/> SAFETY/LIGHTING ENHANCEMENTS<br><input type="radio"/> ENVIRONMENTAL/HISTORIC REHABILITATION<br><input type="radio"/> OTHER: _____ |
|---|---|

**TOTAL PROJECT COST:**  
 (Please attach detailed cost break down on a separate page)

\$ \_\_\_\_\_

**TOTAL FUNDING REQUEST:**  
 (Please attach detailed cost break down on a separate page)

\$ \_\_\_\_\_

**TOTAL FUNDING FROM 3<sup>RD</sup> PARTY SOURCES:**

\$ \_\_\_\_\_

**PROJECT FUNDING REQUESTED FROM DDA:**

\$ \_\_\_\_\_

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**PROPERTY OWNER SIGNATURE**  
 (If different than Applicant Signature)

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TITLE**

## Project Funding Guidelines and Evaluation Criteria

### FUNDING GUIDELINES

The Downtown Development Authority (DDA) Board of Directors authorizes funding, subject to availability and Board approval, to be used as a matching grant to encourage property owners to install various commercial and public amenities within the district. Unlike the DDA's Façade Improvement or Tax Increment Financing Programs, the Small Grant Initiative is meant to provide support for quality small scale additions that improve the pedestrian environment of the district, such as Bike Racks, Pots, and Plant materials, etc.

The program provides reimbursements of 50% of eligible project costs for the first \$5000 of qualified investment, up to a maximum project reimbursement of \$2,500. As projects warrant, and at the discretion of the Executive Director and Grant Program Working Group, an additional amount of up to \$1,000 in matching funds may be approved for the reimbursement of professional services, such as architectural or professional design services. (In such cases where Professional Services are typically and/or legally required, the DDA offers this additional amount as strong encouragement for applicants to utilize those services. Failure to include professional services where they are typically and/or legally required will negatively impact an applicant's chances of being awarded a grant.)

Proposals are considered on a case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA Small Grant Program. Funding is at the discretion of the DDA Board, and specifics in terms of matching dollars, installation timeline, and minor application alterations are left to the discretion of the Executive Director (See the attached 'Project Commitment Terms', as well as the details outlined in your Final Small Grant Program Contract for specifics). Funding may only be used on properties within the district that are adjacent to or visible from public rights of way such as a street or alley way, typically to fund improvements that would be infeasible without DDA funding and which align with the DDA's mission of fostering public and private investment within the District. Applicants are limited to one application per year.

THE LEVEL OF DDA FUNDING, IF ANY, IS AT THE DISCRETION OF THE BOARD OF DIRECTORS BUT SHOULD BE CONSISTENT WITH ITS ASSESSMENT OF HOW THE PROJECT OR PROPOSAL MEETS OR EXCEEDS THE CRITERIA LISTED BELOW. NOT ALL OF THE CRITERIA APPLY TO EVERY PROJECT OR PROPOSAL. EMPHASIS CAN CHANGE OVER TIME. DDA FUNDING MUST BE FOR QUALIFIED PUBLIC OR PUBLIC-RELATED IMPROVEMENTS.

Upon Board approval of a Small Grant Application, the Applicant must be prepared to sign a contract stipulating the exact terms and conditions of the grant, with the specifics of their application included as an exhibit. To ensure the Board has all of the required details prior to the review of a Small Grant Application, please confirm you have included the following:

- Architectural Renderings of proposed site changes (If Applicable)
- Proposed Items for Purchasing, including pictures and detailed specifications
- The Applicant affirms that the proposed amenities/improvements meant to be provided by the grant, do not violate the stipulations of any downtown signage or code provision,
- The Applicant understands that DDA Board approval of a Small Grant Application does not constitute City Approval of the proposed amenity/Improvement, and further understands that copies of all relevant permits AND receipts must be submitted at the conclusion of the project in order for the Applicant to receive full or partial reimbursement

## EVALUATION CRITERIA

The DDA Board will look specifically at the following criteria in its evaluation of submittals:

1. **Quality of materials:** The DDA strongly encourages the use of real or authentic materials in all eligible small projects. For example, real stone not cast stone, weather-proofed materials and/or the inclusion of long term maintenance plans. While the DDA does not anticipate requiring the granting of an easement for these improvements, the DDA reserves the right to place certain conditions on approved grants to ensure the purchased assets endure.
2. **Pedestrian friendly street presentation:** The Improvement should be designed and scaled so that pedestrians enjoy passing and/or utilizing the improvement.
3. **Timeless design:** The design should be of such quality and appeal that it would be desirable even in the event of a change in ownership/occupancy of the building. For signage and public art projects, priority will be given to signage housings/designs that could be utilized and/or appreciated by a variety of occupants.
4. **Sensitivity to the historic fabric of the building and immediate environs:** The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings downtown may require review/approval by the Loveland Historic Preservation Commission (HPC). All historic landmark buildings must receive HPC approval of proposed façade changes prior to being scheduled with the DDA Board.
5. **Permitting and Approvals:** The DDA Board will also require verification of City of Loveland permits and approvals for projects, as applicable. Final distribution of Grant funds will be contingent on the submission of all applicable documentation of necessary permissions, as well as submission of all applicable invoices.

# Loveland DDA



**Legend**  
DDA Boundary



# Project Commitment Terms

The Downtown Development Authority (DDA) Board of Directors makes this preliminary commitment to participate in project based upon the following terms:

1. The commitment by the DDA is for a period of six (6) months commencing on the date the Board of Directors votes in favor of participation. Construction and/or Installation on this project must commence within six (6) months. If this project is being funded from administrative resources, it is contingent upon re-appropriation of funds to the Loveland Downtown Partnership by the Loveland City Council if the six (6) month period extends into the next budget year.

2. The project owner must provide the DDA with periodic updates, the frequency to be determined on a case-by-case basis.

3. The project owner or authorized representative may request from the Board of Directors one six (6) month extension of the commitment. The extension request submitted to the DDA Executive Director, describing the reason for the delay. If granted, construction on the project must commence within the six (6) month extension period or the DDA commitment will expire. If the project owner or authorized representative fails to make an extension request prior to the expiration of the commitment term or is unable to commence construction on the project after being granted a six (6) month extension, a new project proposal will need to be presented for consideration. This new proposal may be the same as the original or modified.

4. If there is a change in project ownership, the continuation of this commitment requires notice to the DDA, and the Board may, at its sole discretion, require reconsideration of the DDA commitment.

5. This commitment is contingent upon the completed project being consistent in scope, use, and design with that presented to the Board at the time this commitment was made. If there is a change to the scope, use, and design from what was presented to the Board, the owners(s) must present such changes to the DDA staff before making changes to what was approved by the DDA Board. Failure to notify the DDA Executive Director may jeopardize funds. The Executive Director is authorized to make decisions regarding minor changes. Significant changes, as determined by the Executive Director, may require Board action.

6. This commitment is expressly contingent upon the fulfillment of all the terms of, acceptance of, and execution of an agreement between the Downtown Development Authority and the project owner(s).

7. For projects with off-site public improvements, constructed in whole or in part with DDA funds, this commitment is subject to provisions in the agreement that will be executed between the project owner and the DDA, which allow the DDA to receive third-party reimbursements for the public improvements it has funded in accordance with the reimbursement policies established by the City of Loveland.

DDA Commitment

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## Release of Funds

Release of funds is contingent upon owner submission of all DDA requirements for project reimbursement, including actual cost accounting of eligible materials with documentation; if appropriate – the evidence of certificate of completion or certificate of occupancy issued by City of Loveland; acceptance of public improvements within the rights-of-way by the City of Loveland, certificate of liability insurance and grant of façade easements by the owner, and where applicable, contractor documentation of deconstruction as a method for minimizing construction and demolition waste from entering the landfill.

The date of this commitment is: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_  
Authorized Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Loveland Downtown Development Authority (DDA)

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name