



Growing Forward

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## **BUILDING & PROPERTY ENHANCEMENT GRANT PROGRAM**

### **I. STATEMENT OF PURPOSE**

The Building & Property Enhancement Grant Program (“Program”) is a matching-grant program that provides assistance improving the aesthetics and encouraging reinvestment in residential and non-residential buildings and properties in the Village of Windsor. The appearance and functionality of buildings and properties play an important role in creating a positive image for neighborhoods, districts, and nodes, as well as improving and enhancing the quality of life and economic vitality of community.

### **II. PROJECT ELIGIBILITY**

The Program focuses on providing assistance for projects where:

- The applicant is the owner of the building and property;
- The applicant is current on all property taxes, mortgages, and insurances;
- The applicant demonstrates financial surety for his/her contribution to the Program;
- The project demonstrates measurable aesthetic improvements and/or reinvestment.

Projects that are eligible for assistance by the Program include, but are not limited to:

- Façade improvements (i.e. exterior painting, lighting, signage);
- Building improvements (i.e. siding, roofing, entrance way, ADA accessibility);
- Energy efficiency improvements (i.e. windows, doors); and
- Property maintenance (i.e. streetscape, landscape)

Projects that are ineligible for assistance by the Program include, but are not limited to:

- Building improvements (i.e. interior remodel, HVAC, electric);
- Refinancing of existing debt;
- Working capital;
- Purchasing of inventory (i.e. goods, merchandise);
- Projects cover under insurance; and
- Projects under construction.

### **III. PROJECT FUNDING**

Program assistance is awarded on a first come, first serve basis subject to the Community Development Authority allocated funds for the fiscal year. Issuance of funds, by the Community Development Authority, will be provided to the applicant upon completion of the project and approval of documented paid receipts by the Community Development Authority at a regular scheduled meeting.

Program assistance may only be awarded to a project one time within a five (5) year period, based on the following:

- A. Residential Uses, Single Family and Duplex Buildings and Properties (located within the Windsor Road Revitalization Project Planning Area, see Map 1): an applicant may receive funds up to 50% of the total cost for eligible projects with no single grant exceeding \$2,500.

- B. Residential Use, Multi-Family Buildings and Properties (located within the Windsor Road Revitalization Project Planning Area, see Map 1): an applicant may receive funds up to 50% of the total cost for eligible projects with no single grant exceeding \$5,000.
- C. Non-Residential Uses: an applicant may receive funds up to 50% of the total cost for eligible projects with no single grant exceeding \$10,000.

#### **IV. APPLICATION PROCESS**

- A. The applicant contacts the Executive Director for the Community Development Authority (“Executive Director”) to request the Program application.
- B. The Executive Director consults with the applicant regarding the Program.
- C. The applicant submits the Program application to the Executive Director. Supplementary information to be submitted with the Program application shall include:
  - 1. Project summary;
  - 2. Project budget; and
  - 3. Additional information as requested by the Executive Director, including but not limited to:
    - a. Site plan (to scale);
    - b. Architectural elevations (to scale); and
    - c. Photomontage of building and/or property.
- D. The Executive Directors shall review the Program application and supplementary information to ensure the project meets the intent of the Program.
- E. The Executive Director shall place the Program application on a regular scheduled Community Development Authority meeting for discussion and action. The applicant may be required to attend the Community Development Authority meeting.
- F. The Community Development Authority shall discuss and act on the Program application. Final action by the Community Development Authority will be conveyed to the applicant by the Executive Director.

#### **V. APPLICATION SELECTION CRITERIA**

The Community Development Authority shall evaluate Program applications based on the following selection criteria:

- What are the Community Development Authority’s allocated funds for the fiscal year?
- Is the project in harmony with the purpose, goals and objectives of the Program?
- Is the project located in planning area (i.e. TIF District, BID District, Revitalization/Redevelopment District) as defined by the Village of Windsor?
- What level of degree (i.e. low, medium, high) does the project improve the aesthetics and/or encourage reinvestment in residential or non-residential buildings and properties in the Village of Windsor?
- Will the project act as a catalyst for additional aesthetic improvements or reinvestment of surrounding buildings and properties?

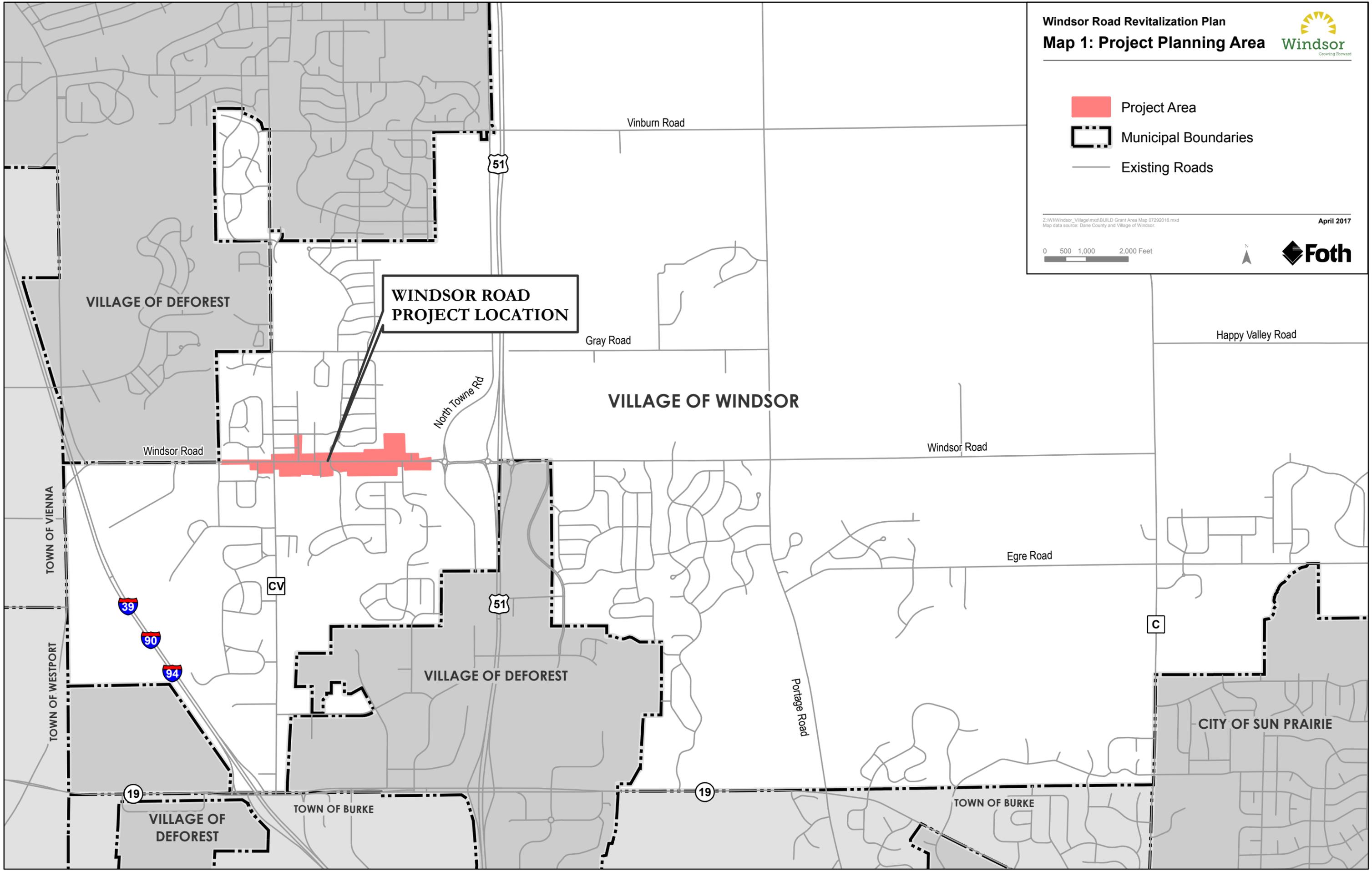
The Community Development Authority reserves the right to deny in whole or in part any and all applications for the Building & Property Enhancement Grant Program.



-  Project Area
-  Municipal Boundaries
-  Existing Roads

Z:\W\Windsor\_Village\mxd\BUILD Grant Area Map 07292016.mxd  
Map data source: Dane County and Village of Windsor.

April 2017



**WINDSOR ROAD  
PROJECT LOCATION**

VILLAGE OF DEFOREST

VILLAGE OF WINDSOR

VILLAGE OF DEFOREST

CITY OF SUN PRAIRIE

VILLAGE OF DEFOREST

TOWN OF BURKE

TOWN OF BURKE

TOWN OF VIENNA

TOWN OF WESTPORT

Vinburn Road

Gray Road

North Towne Rd

Windsor Road

Egre Road

Portage Road

Happy Valley Road

Windsor Road

39

90

94

19

51

51

19

CV

C



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## BUILDING & PROPERTY ENHANCEMENT GRANT APPLICATION

### CONTACT INFORMATION

Date: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Taxkey: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

### PROJECT INFORMATION

Cost Estimate: \_\_\_\_\_  
State Date: \_\_\_\_\_  
End Date: \_\_\_\_\_  
Grant Request: \_\_\_\_\_

### APPLICATION INFORMATION

- Project Summary
- Project Budget
- Site Plan (to scale)
- Architectural Elevations (to scale)
- Photomontage of Building and/or Property

### RETURN APPLICATION TO

Jamie Rybarczyk, Executive Director  
Community Development Authority for the Village of Windsor  
4084 Mueller Road  
DeForest, WI 53532  
jamie@windsorwi.gov