

Downtown Sign & Awning Grant Application Packet Jan 1st 2025 – Nov 30th 2025

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Program Rules and Process

Program Goals

The Sign & Awning Grant Program aims to support the revitalization of downtown Warrensburg by encouraging the installation or improvement of signs and awnings on commercial buildings. This program is designed to enhance the visual appeal of the central business district, promote business success, and maintain the historical charm of the area. The goals of the program include:

- Enhance the overall appearance and visibility of businesses in downtown Warrensburg.
- Preserve the historic character of buildings while improving signage and awning features.
- Increase pedestrian safety by ensuring signs and awnings are well-maintained and installed appropriately.
- Foster a vibrant commercial district to support local businesses and contribute to the local economy.
- Improve property values and promote commercial vitality.
- Ensure that all improvements complement the historic nature of downtown Warrensburg.

Eligible Applicants

The applicant can be either the property owner or the tenant of a building that is at least 75 years old and is located within the central business district. Both the applicant and the owner must sign the application form.

Non-Eligible Buildings

Owners or tenants of buildings who have one of the following special circumstances are **not** eligible to apply until the situation is resolved, if applicable:

- Properties and buildings that have special assessments, real estate taxes or personal property taxes that are delinquent
- Property with outstanding code violation orders, unless these are corrected as part of the project
- Property or buildings in litigation, mediation, condemnation, or receivership
- Exclusively residential property
- Tax exempt property
- Buildings that are less than 75 years old
- Buildings outside the central business district

Eligible Activities

The grant will cover the cost of installing or improving exterior signs and awnings that are visible to the public. Eligible activities include:

- New or improved signage, including brackets and hardware
- Installation of awnings that align with the building's historical character
- Repair or restoration of existing signs and awnings

Non-Eligible Activities

The following activities are not covered under this program:

- Neon or flashing signs
- Removal of existing awnings for no improvement/replacement
- Roof repairs or replacement
- Structural foundation work
- Interior furnishings, equipment, or fixtures
- Design costs for signs and awnings
- Exterior furniture or landscaping
- Non-permanent fixtures
- Tinted windows or doors
- Demolition or construction of new buildings

Program Funding

1. The minimum grant award will be \$500 and the maximum grant award will be \$5,000.
2. A grant project that meets the Secretary of Interior's Standards will require a 25% private match. For instance, \$500 in grant funds will require \$125 in private funds.
3. A grant project that does not meet the Secretary of Interior's Standards will require a 50% private match. For instance, \$1,000 in grant funds will require \$500 in private funds.
4. One grant per cycle (January 1, 2025 to November 30, 2025) may be awarded per property. A property is considered any individual platted lot or tract of land described by metes and bounds.
5. Any work done prior to a **Notice to Proceed** being issued by Warrensburg Main Street is not eligible for funding.
6. Grant funds and the required private matching funds are to be spent for actual owner-paid, direct expenses approved by the grant committee such as purchasing materials and paying a contractor.
7. All contractors performing work associated with a Facade Grant must have a current City of Warrensburg business license. Business Licenses may be obtained from the City Collector Carey West at City Hall by calling 660-747-9131 or online at www.warrensburg-mo.com/186/Business-Licenses:
8. Applications will be evaluated on a competitive basis. Funding is limited and the amount awarded for a project is at the discretion of the Facade Grant Committee.
9. Applicants that have received a Facade Grant in previous cycles may have to sit one year out if there are an abundance of applications in any given year.
10. Information on the Secretary of Interior's standards is available at http://www.nps.gov/hps/tps/standguide/rehab/rehab_index.htm
11. Applications will be scored based upon the following criteria.
 - a) Use of Johnson County labor or materials purchased in Warrensburg.
 - b) Whether or not the applicant is a first time applicant.
 - c) Projects producing the most visible facade changes and having maximum impact.

Application and Payment Process

1. Complete and submit the application form and attachments to Warrensburg Main Street between January 1st 2025 and 5:00 p.m. CST January 31st 2025. Application received prior to January 1st 2025 or after 5:00 p.m. CST January 31st 2025 will be returned and not considered. Applications can be delivered to Warrensburg Main Street (125C N Holden St, Warrensburg MO 64093) or they may be emailed to director@warrensburgmainstreet.org prior to 5:00 p.m. CST January 31, 2025. The email subject line must read SIGN & AWNING GRANT APPLICATION.

2. An applicant has the burden to establish that their submission has been received by the deadline. It is the proposer's sole responsibility to verify receipt of the proposal by the Warrensburg Main Street.
3. Applicants will be asked to attend an in-person, telephone, or zoom meeting to answer questions and discuss the grant project with the Facade Grant Committee.
4. Warrensburg Main Street will issue a Notice of Award to successful applicants. Successful applicants will have 100 days from the Notice of Award to show progress and commence work.
5. Warrensburg Main Street will then issue a **Notice to Proceed** which will include the amount of grant funds awarded and the amount of matching funds required. Applicants can begin work and incurring expenses towards the grant project once a **Notice to Proceed** is issued.
6. The facade grant is a reimbursable grant therefore, applicants will complete the work at their own expense.
7. Awarded grant funds for projects that have not started by May 16, 2025 will be terminated and reallocated through a second grant cycle to open in June 2025.
8. All work must be completed by September 15th 2025
9. The applicant will then submit 1) "after" photographs of the completed work and 2) copies of paid invoices to prove how the grant money and match money was spent to Warrensburg Main Street by October 1st, 2025.
10. Once the completed work has been approved by the facade grant committee, Warrensburg Main Street will pay the applicant the awarded grant amount within 30 days.

Grant Committee

The grant committee will consist of one representative from the Historic Preservation Commission, one representative from Warrensburg Main Street and one representative from the Warrensburg Main Street Design Committee.

Downtown Sign & Awning Grant Application

Type of Applicant: Building Owner Tenant

Applicant Name: _____ Date: _____

Mailing Address: _____ City: _____ Zip: _____

Applicant Phone #: _____ Applicant email: _____

Name of Business: _____

Address where work will be performed: _____

Age of building where work will be performed: _____

Building owner's name: _____

Building owner's phone #: _____

Proposed start date: _____ Expected completion date: _____

Type of Work Proposed: *please check all that apply*

- Signage (*no neon or flashing*)
- Awning Fabric Replacement
- Awning Framing Replacement/Installment

PROJECT DESCRIPTION

Write a description of the work to be completed including location on the building, type of work, materials, colors, size of sign, style of awning, type of mortar, method of repair, etc. Please include enough information for the grant committee to understand the full scope of the project.



BUDGET

Complete and submit the attached budget worksheet with the grant application. Attach any bids or estimates received by the contractor.

Total cost of proposed grant project: \$ _____

Amount of Grant funds being requested: \$ _____

Amount of Matching funds being committed: \$ _____

PERMITS

If your project requires a Sign Permit, please apply for a Sign Permit directly with the City by contacting the Permit Clerk at 660-747-9135 or online at <https://warrensburgmo-energypub.tylerhost.net/Apps/selfservice#/home>.

The Notice to Proceed for the Sign & Awning Grant will not be issued until the Sign Permit is ready to be issued or has been issued.

All contractors performing work associated with a Sign & Awning Grant must have a current, active Business License with the City of Warrensburg. Business Licenses may obtained from the City Collector Carey West at City Hall by calling 660-747-9131 or online at www.warrensburg-mo.com/186/Business-Licenses:

General Contractor Name: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Phone #: _____ Business License #: _____

Subcontractors:	Name	Phone #	Warrensburg Business License		
Electrical:	_____	_____	Yes	No	In process
Sign:	_____	_____	Yes	No	In process
Masonry:	_____	_____	Yes	No	In process
Other:	_____	_____	Yes	No	In process

APPLICATION CHECKLIST

Please make sure you submit all of the following items with your application:

Completed application form (pages 4-5)

Completed Budget worksheet (page 6)

Bid or estimate from contractor

Before picture of the building

I understand work cannot begin on the grant project until a Notice to Proceed has been issued by Warrensburg Main Street. Any work started before the Notice to Proceed is issued will not be reimbursed by Warrensburg Main Street and failure to abide by the Program Rules and Process will result in denial of the funds. I understand the project may be inspected by representatives of the City for compliance to the project as submitted with the application. I understand that should the project be found not in compliance with the original application and proposal as submitted and approved, I may be denied issuance of the grant funds. The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the Sign & Awning Grant Program Rules and Process and agree to the conditions and guidelines.

Applicant Signature: _____ Date: _____

Building Owner Signature: _____ Date: _____



Downtown Facade Grant Budget Worksheet

Applicant Name: _____ Date: _____

Name of Business: _____

Address where work will be performed: _____

Grant funds and the required private matching funds are to be spent for actual owner-paid, direct expenses approved by the grant committee such as purchasing materials and paying a contractor.

	Amount Paid for by Grant Funds	Amount Paid for by Applicant Match Funds	Total Cost of Item
Cost of Materials-provide detail			
Labor Costs			
Equipment Rental Fees			
Other Expenses (please detail)			
COLUMN TOTAL	\$	\$	\$

