



Fix-up Fund for Dawson Businesses

The Dawson Economic Development Authority (EDA) announces the start of a grant to help local businesses repair or improve the exterior appearance of their buildings. Grants of up to \$1000 per business are available. All businesses located in Dawson will be eligible for the program, but funding is limited. With that in mind, business owners will want to get their applications in as soon as possible. Applications will be accepted at City Hall and will be reviewed by the EDA at the next scheduled meeting following application submission. Dawson EDA meetings are held the fourth Monday of each month in City Hall at 4:30pm.

For more information email the Dawson Economic Director at joe.maffit@cedausa.com

Guidelines and applications can be obtained at

Dawson City Hall
675 Chestnut St
Dawson, MN 56232



Fix-up Fund Guidelines

To encourage businesses to make exterior improvements, the Dawson Economic Development Authority is announcing the introduction of the Fix-up Fund. The EDA has allocated \$10,000 for this program. Projects must be set to be completed by December 1, 2023 with the review process taking place on a rolling basis until all funds have been allocated. Projects will be both considered and approved at the discretion of the Dawson Economic Development Authority.

A. Program Overview: The purpose of the Fix-up Fund is to assist local businesses to improve the appearance of their buildings.

1. The **maximum amount of assistance provided** per building is **\$1,000**. Grants require a 50% match investment from the business owner.
2. Upon completion of the project and after proper documentation is shown, the owner will be reimbursed the approved amount.
3. Applications will be reviewed at the next available meeting of the Dawson Economic Development Authority following application submission.
4. All projects must be completed within twelve (12) months of the award date unless otherwise specified by the EDA. Any projects not completed and/or submitted for reimbursement by that time may not be eligible for reimbursement regardless of approval.

B. Eligibility:

1. Projects must be located within the city limits of Dawson.
2. Applicant must own the property or have the written consent of the property owner.
3. Applicant must be current on all city loans and utility payments.
4. Zoned non-residential.
5. Eligible projects include exterior improvements visible to the public. These may include but will not be limited to the list on separate page. Ineligible projects are also on separate page.

C. Application Process:

1. Applicant must submit a Fix-up Fund Program Application with the appropriate documentation that indicates the following:
 - Detailed description of the entire project
 - Before photos
 - Valid cost estimates of the entire project
 - Email confirmation from City Clerk that the applicant payments are current and the project is compliant with permitting and ordinances

- Indicate the amount of funds that will be used
 - For a leased property, a copy of the lease agreement and written permission from the property owner
 - Any other documentation requested by the EDA or City Council
2. The Economic Development Director identifies if the project meets eligibility requirements and, if so, will bring it to the next Economic Development Authority meeting for further review.
 3. Upon EDA review, the EDA will either approve the project or deny the request.
 4. The Economic Development Authority reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.
 5. The Economic Development Director will contact the applicant and relay the EDA's decision and, if approved, will arrange for the signing of required documents.
 6. Applicant makes approved improvements and pays all invoices related to the improvements.
 7. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications
 - Receipts for work completed and paid for by applicant
 - Photos of the improvements that have been made
 8. The Economic Development Director will bring all final documentation to the EDA board. The EDA will approve or deny reimbursement based on the completed project, documentation, and receipts of work done.

All applications should be submitted in paper form to Dawson City Hall, and/or via email to joe.maffit@cedausa.com

If you have any questions or concerns, please feel free to reach out to the Dawson Economic Director, Joe Maffit, at the email address listed above.



Fix-up Fund Eligible & Ineligible Projects

Eligible Projects:

- Rehabilitation or replacement of exterior windows and/or doors visible from public areas; can include alley entrance.
- Replacement of missing decorative building features that are fixed in place or permanent
- Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
- Awnings and canopies (including the installation of new awnings and removal of deteriorating awnings and canopies)
- Approved exterior lighting
- Approved exterior signage
- Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)

Ineligible projects:

- Any interior work
- Exterior improvements that are not visible to the public
- Temporary/moveable landscape improvements or plants
- Building acquisition
- Building additions or new construction
- Routine maintenance
- Any improvements completed or in progress at the time of the application



Fix-up Fund Application
Dawson Economic Development Authority
(Incomplete applications will not be reviewed)

Name: _____ Date: _____

Business Name: _____

Email: _____ Phone: _____

Mailing Address: _____

City/State/ZIP: _____

Project Address: _____

Project Summary: _____

Total Project Cost: _____ Total Amount Requested: _____

Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines the City reserves the right to deny payment. But for the assistance provided through this program by the Dawson Economic Development Authority, we would not have the resources to take on this project or to the extent that we will with assistance.

Name/Title (printed)

Name/Title (printed)

Signature

Date

Signature

Date



Commercial Improvement Grant Application Checklist

Required Documentation for Application

- Completed application form
- Valid cost estimate of entire project
- Project plans, drawings, or sketches
- Photos of property work area before work begins
- Email confirmation from City Clerk that business loan and/or utility payments are current
- Email confirmation from City Clerk that the project is compliant with permitting and ordinances
- Other documents requested by EDA/Council

For a leased property:

- A copy of the lease agreement and written permission from the property owner

Required Documentation for Reimbursement

- Photo of property after work is complete
- Proof of payment (invoice, receipt, etc.)

Please Note:

- Dawson EDA will approve or deny reimbursement based on the completed project documentation and receipts of work completed and paid for by applicant.
- Request for reimbursement must be submitted to City Hall within twelve (12) months of project approval.
- Applications will be denied if, in the sole opinion of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.
- The City of Dawson Economic Development Authority reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and is in the best interest of the community.