



**Appleton Downtown Inc.**  
333 W. College Ave, Ste 100  
(920) 954-9112  
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## 2024 ADI/BID Façade Restoration & Improvement Grant Application

Name: \_\_\_\_\_

Business: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Architect's Name (If required): \_\_\_\_\_

Architect's Phone: (If required): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Phone: \_\_\_\_\_

Approximate cost of work to be done (Including permits and Architect's fees): \_\_\_\_\_

Approximate date work is to be or has been done: \_\_\_\_\_

**Work must be completed by January 31, 2025**

Give a general description below. **Attach a sketch or photo** of the improvements you wish to make or completed improvements made to your building. Please also include a copy of all quotes or invoices associated with the project.

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Please be aware that annual funds are limited and are considered on a first come first served basis. A committee will review each application and you may be asked to provide more information about your project. Incomplete applications are not accepted and can jeopardize funding.

**Eligibility requirements for grant (check and complete ALL):**

- ❑ Applicant must be located within a taxable BID contributing property to apply.
- ❑ Grants are available to merchants or building owners within the Business Improvement District for improvements to existing building facades.
- ❑ Limit to maximum of one grant in each category per business per year.
- ❑ Proper permits must be obtained from the City of Appleton. Proof of permit may be requested.
- ❑ Submit the proposed project description information relative to the improvements for consideration:
  - Paint and construction material, color samples and a description of the work to be done
  - Awning description and rendering
  - Sign information: color, size, material, lettering, lighting and placement
- ❑ Routine exterior maintenance, landscaping, site improvements and new construction are NOT eligible.
- ❑ If work has already been completed in this calendar year, please submit a pre-project photograph of the building, photo with improvements, a clear description of improvements and attach copy of the bill
- ❑ 100% eligible amount is not guaranteed. Longevity of the project and how well the project complements the building and the surrounding block will be a factor in determining allocation amounts.
- ❑ Building/business owner assumes 100% responsibility for qualifying ADA compliance work to satisfy all necessary codes and regulations.
- ❑ If owner does the work: all materials and paid labor qualify. Not to include labor paid to owner. Must include a time sheet to document the labor or a quote from a professional contractor

**All Deadlines: Monthly by the 10<sup>th</sup>**

Please check

**❑ Façade Renovation Grant**  
**Structural improvements to the exterior of the building. Windows, doors, façade, etc...**  
**Up to 25% match**  
**Maximum \$5000 / per project**

- Attach a pre-project photo of the building
- Include a description of the project with as much detail as you can provide.
- Attach an architectural/contractor drawing of the proposed project
- Attach a detailed project bid
- A consultation with our review committee may be required prior to commencement of the project or approval by the committee.

The intent of this program is to promote the use of an architect to provide the best possible design and color scheme for the building but is not required.

**❑ Minor Improvement Grant**  
**Includes: paint / sign / awning / lighting /**  
**Up to 50% match;**  
**Maximum \$2500 / per project:**  
**Signage must include business identification: logo, name or branding**

- Attach a pre-project photo of the building
- Attach a project bid
- Include a description of the sign or project

**❑ Access Improvement Grant**  
The intent of this grant category is to improve accessibility into the buildings within the district:

- Automatic doors
- Step removal and/or ramp construction
- Door alert system

**Up to 50% match or a max of \$2500 per project.**

- Attach a pre-project photo of the building
- Attach drawing of improvements (if applicable)
- Attach a project bid

Estimates for the project must be line item specific to identify compliance of the project.

Building/business owner assumes 100% responsibility for qualifying ADA compliance work to satisfy all necessary codes and regulation