

# ELEVATE GRANTS

## DOWNTOWN FAÇADE GRANT PROGRAM

### ELEVATE DOWNTOWN FAÇADE GRANT APPLICATION FORM

The City of La Crosse will provide funds to promote facade renovation of historic buildings, to conserve valuable architecture and to preserve the City's ethnic and cultural heritage as reflected in its historic structures through the Elevate Downtown Façade Grant. The grant is available to businesses and property owners located in the Downtown district.

#### APPLICANT INFORMATION

Name(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

Name(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Years Owned \_\_\_\_\_ Type of Ownership \_\_\_\_\_  
Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_  
Verifying support of the project

#### PROJECT INFORMATION (costs must be verified by formal estimates)

Name of Business \_\_\_\_\_ Type of Business \_\_\_\_\_  
Project Address \_\_\_\_\_  
Architect/Contractor Name(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Email Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Primary Façade Cost: \_\_\_\_\_ Other Façade Cost: \_\_\_\_\_

Total Building Restoration: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Brief description of the work to be undertaken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please review the Eligibility Requirements on page 2 of the Application Materials and check appropriately:

- \_\_\_\_\_ I am applying for grant funding as a business/property owner of a Historic Structure.  
\_\_\_\_\_ I am applying for grant funding as a business/property owner of a Non-Historic Structure.  
\_\_\_\_\_ I have reviewed and will comply with the Downtown Façade Grant Program and City Guidelines.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# ELEVATE DOWNTOWN FACADE GRANT

## ELIGIBILITY REQUIREMENTS

Applicant must be located within the downtown district of the City of La Crosse; boundary lines being La Crosse St, Cass St, 7<sup>th</sup>, and the Mississippi River.

Please initial each line to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- The design work must be done on the exterior of the building and result in a publicly visible improvement.
- Only design work begun **after the grant application has been submitted and approved** will be eligible.
- All design work must comply with the Downtown design guidelines.

## HISTORIC PRESERVATION INFORMATION (Required)

**\*You must contact Tim Acklin to verify status and process (608-789-7391 or [acklint@cityoflacrosse.org](mailto:acklint@cityoflacrosse.org))**

Name of Property: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Local Historic Inventory: \_\_\_\_\_ State/National Register of Historic Places: \_\_\_\_\_  
Potentially Eligible for State/National Register of Historic Places: \_\_\_\_\_ Historic District \_\_\_\_\_  
Verified by: \_\_\_\_\_

## REQUIRED MATERIALS FOR APPLICATION

Application packages must include:

- A completed application form (Pages 1-2)
- Written consent from property owner giving permission to conduct façade improvements.
- Cost Estimate(s) from Licensed Architect, Designer, or Contractor.
- Photographs illustrating existing conditions.
- Historic photos with dates listed (if available).
- Professional rendered elevations (if requested).
- Drawings to scale of proposed work/project.
- Approximate timeline for construction start and completion.

## RELEASE OF INFORMATION

I hereby authorize the City of La Crosse permission to share all application materials with committees and staff who will be reviewing my application. I acknowledge that information provided to the City may be released as part of the program requirements and in the reporting and promotion of the program.

## CERTIFICATE

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief.

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit Complete Application Package to:**  
**Julie Emslie, Economic Development Administrator, [emslej@cityoflacrosse.org](mailto:emslej@cityoflacrosse.org)**

# APPLICATION REVIEW

The application package will be reviewed by City Staff to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the City will consider the following factors and may give priority to projects that meet the following criteria:

## GRANT REIMBURSEMENT

- Construction work must be completed within one (1) year of authorization.
- When all construction work is **COMPLETE**, submit a request for façade reimbursement form and final inspection.
- After final review by the City, if the completed project has met the requirements, the City will release funding to the building owner or applicant.
- Reimbursement can be expected in approximately (1) month after the required documentation has been submitted.

## Required Materials for Reimbursement

- Copies of all paid invoices and/or receipts for all façade design work covered by the grant.
- The invoices must be marked paid, signed, and dated by the consultants. Invoices and receipts should have an itemized breakdown of work done and the cost of each item.
- Electronic color photos showing the completed project; photos shall be taken from similar angles/locations as the original submitted photos.

## The City reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the City Guidelines.
- Does not conform to the proposal submitted, reviewed and approved by the City.
- Does not comply with building codes and zoning.
- The façade improvements are not constructed within 1 year. Since the City cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

For questions and more information:

Julie Emslie, Economic Development Administrator (608) 789-7393 [emsliej@cityoflacrosse.org](mailto:emsliej@cityoflacrosse.org)