

**Mayer Economic Development Authority**  
**Local Business Improvement Grant Program**

Purpose:

The Mayer Economic Development Authority (EDA) Local Business Improvement Grant Program is designed to stimulate private investment in high-quality improvements that contribute to the overall strength and community vitality of our local business economy. The Mayer EDA establishes funding to assist private business owners in their efforts to make broad improvements to enhance the economic prosperity of the community.

Program Guidelines:

1. The Mayer EDA funding will work on a calendar year basis to provide assistance to eligible applicants and projects.
2. Program grants are up to a \$10,000 match. A minimum of 1:1 match for funding is required.
3. An applicant may only be awarded one grant per property per 12-month period.
4. All work must be completed within 150 days of approval.
5. Approved projects must comply with zoning and building code permitting.

Eligible Applicants:

1. Grants will be made available to owners or tenants of a commercial property located within the corporate limits of the City of Mayer, Minnesota.
2. The business must be current on all applicable taxes, licenses, permits, and in good standing with the State of Minnesota.
3. The business must be current on their utility account with the City of Mayer.

Ineligible Applicants:

1. Home based or primarily residential businesses.
2. Churches.
3. Schools or other similar institutions.

Eligible Project Costs:

1. Awnings & canopies
2. Masonry work
3. Windows
4. Doors
5. Entryways & thresholds
6. Sidewalks, aprons, curbing
7. Painting
8. Carpentry
9. Siding
10. Signs
11. Fencing
12. Permanent landscaping

13. Parking lots – new construction, reconstruction, mill and overlays, seal coating, patching, striping, and the like
14. Restoration/rehabilitation of architectural features and other exterior aspects
15. Roofing
16. Electrical
17. Plumbing
18. HVAC
19. New construction and building additions
20. Demolition
21. Security systems
22. Other related work as approved and consistent with the above

Ineligible Project Costs:

1. Acquisition
2. Plants and other movable, non-permanent landscaping features
3. Equipment
4. Routine building maintenance
5. Personal property
6. Inventory or working capital
7. Improvements already completed or in progress at time of application

Application Process:

1. Interested applicants must complete and submit the Local Business Improvement Grant Program application.
2. The application form must include the following information:
  - a. Business name, address, and contact information.
  - b. Description of the proposed improvement project.
  - c. Estimated project cost and timeline.
3. Applicants must also provide supporting documents such as project plans and specifications (drawings, renderings, written detail as applicable).
4. Photos of existing project area (may be emailed as attachment).
5. If work is to be done by the property owner, only materials are grant eligible.
6. If tenant is the applicant, a written letter of support and authorization from the owner indicating they support the project and have reviewed the terms and conditions of the program.

Application Review:

The Mayer EDA will review applications on a first come, first served basis. The grant application review process involves examination of application including plans and specifications of the project by the EDA who will make the final decision on grant awards. Applicants will be notified of their award/rejection after final decision is made.

Payment:

The grant program is a reimbursement style program. This means the EDA will not release awarded funds until the project is completed and the following have been submitted:

1. Evidence of paid invoices to contractors or materials vendor for the project.
2. Obtain lien waivers from all contractors on the project.
3. Building Inspection report indicating approval of completion, if applicable.
4. Photographs of the project when it is completed.

Once these are received and accepted in good order a check for reimbursement will be issued to the applicant.

Adopted by the Mayer Economic Development Authority for the City of Mayer, Minnesota on this 15<sup>th</sup> day of April 2024.

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
City Administrator

## **Local Business Improvement Grant Program Selection Criteria**

### Alignment with Program Purpose and Goals

Weight: 20 points

Assessment of how the proposed improvement aligns with the purpose of stimulating private investment in high-quality enhancements to bolster the community's economic prosperity and vitality.

### Level of Private Investment

Weight: 25 points

Evaluation of the applicant's commitment to the project through the proposed level of private investment, ensuring a minimum 50% match for funding as outlined in the program guidelines.

### Project Impact and Community Benefit

Weight: 25 points

Analysis of the potential positive impact of the proposed project on the community, such as job creation, enhanced aesthetics, increased foot traffic, and overall economic growth.

### Compliance with Program Guidelines

Weight: 15 points

Verification of the applicant's adherence to program guidelines, including completion of work within the specified 150-day timeframe and compliance with zoning and building code permitting.

### Project Feasibility and Timeliness

Weight: 15 points

Assessment of the feasibility of the project, considering the proposed project timeline, estimated costs, and the applicant's ability to complete the improvements within the specified timeframe.

### **Minimum to Qualify:**

An application must score at least 70 points in the above categories in order to qualify for funding. Applications which fall below 70 points may not be funded.



