



Princeton Chamber of Commerce Façade Grant/Loan Program

Eligibility Screening: Interested persons should contact The Princeton Chamber of Commerce at 920-295-3877 to discuss the initial renovation plans and to determine if the proposed project appears to be eligible for grant/loan assistance under terms and conditions of this program.

Application Submittal: To be formally considered for a grant request, an application must be completed in full and submitted to: Princeton Business Assistance Program, PO Box 45, Princeton, WI 54968

Application Review: The board shall review submittals to determine that all information is complete, accurate and complies with the standards set by the same. If the proposed design does not meet the guidelines, the board will meet with the applicant to discuss solutions to meet the grant eligibility requirements. Once the design is approved, the application and a board member will jointly sign a contract that commits the Princeton Chamber of Commerce to provide the grant/loan money to the applicant after the project is completed and certified.

Once a plan is approved, it must be adhered to. Should an applicant deviate substantially from the approved plan, the Princeton Chamber of Commerce will not release the grant/loan money.

TERMS: Grant/loans made under this program shall not exceed \$400 per building and the applicant is expected to provide at least 50% match of his or her own capital to the total project cost. Monies will only be distributed after a project is completed and certified and may be duplicated within a 5-year period.

ELIGIBLE EXPENSES: Façade grant/ loan money shall only be used for exterior repairs and renovations on or near commercial buildings and facades which front on public streets, alleys, and parking areas.

Exterior eligible expenses include but are not limited to the following:

1. Repair and/or replacement of original building materials and decorative details that are deteriorating or missing
2. Repair of non-original materials, which cannot be removed due to deterioration of the underlying building materials
3. Design and maintenance improvements made to the front, rear, or side building elevations
4. Cleaning of exterior building surfaces
5. Awning
6. Tuck pointing and masonry repair
7. Painting

8. Repair, replacement or addition of entrances, doors, display windows, transoms, or second story windows
9. Other items that are viewed as necessary or complimentary to the property's exterior renovation as accepted by the Princeton Business Assistance Program Governing Board.
10. Exterior improvements for the handicapped including but not limited to ramps, doors, doors openers, walks, guard rails, nonskid materials, or level platforms at doors.

INELIGIBLE EXPENSES: Roofing repairs, construction of new buildings, purchase of property, buildings, equipment, fixtures and/or furnishings, inventory, or operating capital, any renovation activity completed prior to receiving final approval of funds and improvements not approved by Governing Board.



Princeton Chamber of Commerce Business Assistance Program Application
Façade Grant/Loan Application

Name of Business: _____

Type of Business: _____

Address of Business: _____

Name of Business Owner: _____

Address of Business Owner: _____

Phone: _____

The Princeton Chamber of Commerce Business Assistance Program Governing Board is dedicated to improving the visual aspects of Princeton while maintaining its integrity. We want to be sure all improvements to buildings are done with quality and preservation when possible.

We ask that all grant applicants agree to the following:

1. Contact the Chamber of Commerce President to discuss planned renovations prior to work being done
2. Sign and submit this application along with a full description of the project including illustrations (when applicable), and an estimate price of the project as well as any other information deemed necessary to complete the application.
3. Review and adhere to all guidelines set forth by the Governing Board.
4. By signing this application, the applicant states they fully understand the grant/loan provisions of this program and agrees to abide by the provisions.

Signature of Applicant: _____ Date: _____

Signature of Program Manager: _____ Date: _____

The Governing Board has reviewed and approved your project.

Authorized signature: _____ Date: _____



Princeton Chamber of Commerce Business Assistant Program

All monies distributed under this program shall be considered a Grant as long as applicants maintain a business membership in the Princeton Chamber of Commerce for one year each \$100 disbursed.

If applicants fail to fulfill this requirement, all monies disbursed in excess of the membership requirement shall be considered a loan and must be repaid to the Princeton Chamber of Commerce within 90 days of the time the applicants membership lapses.

Purpose: It shall be the objective of this matching grant/loan program to provide assistance for the maintenance, rehabilitation, and upgrading of existing commercial properties within the city of Princeton to encourage growth and make a positive statement about the Princeton business climate to the community, visitors, existing and potential business.

Sponsors: The matching grant/loan program is funded and managed by the Princeton Chamber of Commerce. All grants must meet general requirements of this program and be approved by the Princeton Assistance Program Governing Board.

Eligibility Requirements: All commercial properties located within the city of Princeton are eligible for this program, with the exception of publicly owned buildings. Special consideration may be given to business located within a one-mile radius of the Princeton city limits. All properties must be in conforming use under the city-zoning ordinance except a commercial use for which a variance has been granted. For the purpose of this program, no income producing residential properties will qualify for this program with the exception of those being used as a bed and breakfast, inn, or hotel.

Properties will not be eligible if any property assessments are not paid to date. Grant/loans primarily intended to reverse those building code violations as a first priority. Only one grant/loan per category and property will be allowed within a 5- year period.

Applicants: Owners, leaseholders, or a joint venture of these two parties may apply under this grant/loan program. Applicants must be a member of the Princeton Chamber of Commerce. Tenants must submit written approval of the property owner and evidence of their leasehold agreement.

Design standards: The Princeton Business Assistance Grant Program guidelines will be the standards by which all proposed projects will be judged for appropriateness.



Sign Grant Program

Terms: Grants/Loans made under this program shall not exceed \$200.00 per business. The applicant is expected to provide at least 50% match of his or her own capital to the total project cost. Monies will only be distributed after the project is completed and certified, and may not be duplicated within a 5-year period.

Eligible expenses:

1. Removal and/or repair of existing signs and hanging hardware
2. New signage must be compatible with zoning ordinances and must have a city required permit. All signage must also adhere to the standards set up by the Princeton Chamber of Commerce Assistance Program Governing Board
3. Sign Grant money shall only be used for exterior signage attached to the building or erected on the property in accordance with zoning regulations.



Princeton Chamber of Commerce Business Assistance Program Application
Sign Grant/Loan Application

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Type of Business: _____

Address of Business: _____

Name of Business Owner: _____

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Phone: _____

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7. Review and adhere to all guidelines set forth by the Governing Board.
8. By signing this application, the applicant states they fully understand the grant/loan provisions of this program and agrees to abide by the provisions.

Signature of Applicant: _____ Date: _____

Signature of Program Manager: _____ Date: _____

The Governing Board has reviewed and approved your project.

Authorized signature: _____ Date: _____