



## Uniform Program to Incentivize Commercial Cultivation Grant (UPTICC)

The City of Herington (City) hereby establishes the Uniform Program to Incentivize Commercial Cultivation (UPTICC) Grant Program to support business development in the City of Herington, KS. Funds for the program will be provided by the City for a 3-year program for 2024, 2025 and 2026. If successful, it will automatically renew for another 3-year period.

The purpose of the UPTICC program is to assist businesses through grants that will support improvements that help with the launch of a new business inside the City limits or help combat storefront blight. The City recognizes the value of the businesses located in Herington and the impact they have on the community. Grants under the UPTICC program will be provided to those projects that have the greatest value and preference will be given to currently operating or start-up businesses as well as projects that show personal financial investment from the applicant. Vacant and blighted buildings will be given priority for funding. City Staff have the authority to recommend or adjust project needs. Meaning, if there are code violations on the property, staff can recommend dollars be utilized to address these outstanding issues before other business needs.

### Applicant Eligibility

1. Existing or new business (*buildings which are in violation of code or considered dangerous structures will be given preference. The City will be allowed to conduct a building inspection on said building before a grant award is considered*)
2. Property owner, lessor, or lessee of properties
3. Located within the City of Herington city limits
4. The business location must be primarily for business purposes only. Residential apartments or homes do not qualify
5. Business must be current on all taxes and City utility services. Business owners must also be current on City Utilities.
6. The business will only be eligible for a maximum of \$5,000 every 3-years. This can be broken into numerous grants. For example, if a business is only awarded \$2,500 one year, they would be eligible and prioritized for an additional \$2,500 the following year. If the full \$5,000 is awarded initially, a business is **NOT** eligible for another grant for a 3-year (36 month) window.
7. Previous grant winners from 2021-2023 can be eligible again, only after 3 years from the previous date of award. Only 2021 winners will be eligible in 2024, 2022 winners in 2025 and 2023 winners in 2026.
8. Other applicants will be awarded grants on a first-come, first serve basis. Meaning, applications will be awarded as they come. If all money has been awarded, no further grant applications will be accepted until the following year.

Approved January 2024

#### Use of Grant Funds

- 1) Facility/façade improvement
- 2) Renovation/remodel costs
- 3) Acquisition of machinery and/or equipment
- 4) Acquisition of inventory for business
- 5) Business start-up costs (requires pre-approval from City)

#### Prohibited use of Grant Funds

- 1) Purchase of real estate or land
- 2) Paying off or refinancing debt
- 3) Working or reserve capital
- 4) Salaries or payroll expenses
- 5) Payment of any taxes or utilities
- 6) Demolition

#### Application Requirements/Process

1. The application must be submitted to City at least 30 days before the start of the project
2. City staff will assist the applicant as needed
3. Applicant must provide evidence that all taxes are current
4. The applicant must provide details of the project and the use of funds, including a summary of total investment. Preference will be given to applications that show matching or concurrent funds being expended by the property owner or business.
5. Funded project must begin no more than 30 days from award of funds and must be completed within 90 days of the award unless prior extension approval is given by the City
6. Facility improvements must be made under the City's Code of Ordinances.
7. Applicant must agree to participate in media coverage and promotion of the program

#### Award Process

1. Applications will be reviewed, evaluated by, and approved the City Manager and City Clerk within 30 days of the application
2. All grants will be presented in front of the City Commission for follow-up
3. Award decisions are final and not eligible for appeal. However, awardees can adjust and reapply the next year.

#### Compliance

1. City staff will follow up with award recipient to ensure that funds are used for the defined purpose and that all program requirements are met
2. The recipient will provide all documentation required under the program, including receipts, invoices, and financial documentation
3. All facility improvement and signage projects require inspection/approval by City Staff including the City inspector
4. All proceeds from the UPTICC program must be used in the manner outlined on the application within the timeline specified
5. Business must remain in operation in the location specified in the application for a minimum of one (1) year from the date of the award
6. Any funds not spent as approved, in the time designated, will be repaid to the City within 30 days of ending project date

7. Any recipient who fails to meet these compliance requirements will be required to repay the grant amount in full to the City (approved applicants sign personal guarantees)

#### Funding

1. The City will provide \$20,000.00 per year for grants and operation of the UPTICC program. Commission may authorize additional grant funding during the year from the Special Projects budget if a formal vote is made to do so.
2. The minimum grant amount per recipient will be \$1,000.00
3. The maximum grant amount per recipient will be \$5,000.00
4. The total number of grants awarded per year will be determined based on the availability of funds budgeted for the program and the total number of eligible applications. The availability of grant funds is subject to change based on Commission directives.

The City of Herington's Uniform Program to Incentivize Commercial Cultivation (UPTICC) Grant is available to all eligible business applicants regardless of race, age, gender, religious or sexual orientation. Awards will be based on the value of the investment to the business and the City, the ability of the applicant to move forward with the proposed project promptly, the ability of the applicant to repay the funds to the City in the event of noncompliance, and the availability of funds.

City of Herington UPTICC Grant Application

Business name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Website: \_\_\_\_\_  
Ownership: Private \_\_\_\_\_ Public \_\_\_\_\_  
Business Structure (Proprietorship, Partnership, Corporation): \_\_\_\_\_  
Year business was established: \_\_\_\_\_  
Amount of grant funds requested: \_\_\_\_\_

1. Why are grant funds necessary for the project to succeed financially?
  
2. Describe the activity to be undertaken, the facility's use, and the product or service produced.
  
3. Classification of business
  
4. Schedule: Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_
  
5. Does/will the applicant own or lease the project's property?  
If leased, indicate the landlord/owner  
  
If leased, indicate the lease term
  
6. Current workforce: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_
  
7. Has the business previously received an incentive from the City of Herington?
  
8. Does the business meet all building qualifications and eligibility guidelines?
  
9. How much money/assets/time will be personally invested in the business or approved the project in addition to the grant amount awarded?
  
10. Is the business current on all taxes and city utilities?

Sign and Date \_\_\_\_\_

Approved or declined \_\_\_\_\_

Uniform Program to Incentivize Commercial Cultivation (UPTICC) Grant

PERSONAL GUARANTEE

The undersigned is an applicant with the Uniform program to Incentivize Commercial Cultivation (UPTICC) Grant with the City of Herington for a business located at \_\_\_\_\_, Herington, Kansas, and located within the City of Herington.

As an inducement for the City of Herington to accept the Applicant's application for the UPTICC Grant, the undersigned hereby agrees to be personally responsible for re-payment of any grant monies awarded by the City of Herington to the Applicant should the Applicant fail to live up to the compliance terms established by the City of Herington's UPTICC Grant.

*A photographic or facsimile copy of this Personal Guarantee Form shall be as valid as the original.*

EXECUTION SECTION

This guarantee is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

SS#: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

NOTARY SECTION

State of \_\_\_\_\_ County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Signature – Notary Public

(SEAL)

My Appointment Expires: \_\_\_\_\_