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**U**niform **P**rogram to **I**ncentivize **C**ommerical **C**ultivation Grant

(UPTICC)

The City of Herington (City) hereby establishes the Uniform Program to Incentivize Commerical 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 three (3) year pilot program. After three years the City will review all data associated with the grant program to see if the program was successful. Success will be determined by several deliverables.

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 priorities for funding.

Applicant Eligibility

1. Existing or new business *(vacant buildings which violate the Vacant Building Ordinance will be given preference)*
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
6. The business will only be eligible for one grant every three (3) years, and will not be eligible for subsequent grants if non-compliant with grant terms or default on an awarded grant

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 and evaluated by 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 approval
3. Award decisions are final and not eligible for appeal

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 $25,000.00 per year for grants and operation of the UPTICC program
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 preference. 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

1. Current workforce: Full-time Part-time Seasonal
2. Has the business previously received an incentive from the City of Herington?
3. Does the business meet all building qualifications and eligibility guidelines?
4. How much money/assets/time will be personally invested in the business or approved the project in addition to the grant amount awarded?
5. Is the business current on all taxes and city utilities?

Sign and Date

Approved or declined

Uniform Program to Incentivize Commerical Cultivation (UPTICC) Grant

PERSONAL GUARANTEE

The undersigned is an applicant with the Uniform program to Incentivize Commerical 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: