

Consultant Assistance Program

Overview

This is a grant program to assist business or property owners with the costs associated with consulting services (design, financial feasibility, marketing, etc.) for the benefit of their business or property in the community's downtown business district. The applicant can be reimbursed for up to one-half of consulting costs, not to exceed \$5,000 in total grant funds.

Program Requirements

- Property or business must be located within the downtown urban renewal district
- Project must comply with all applicable codes and ordinances
- Maximum project reimbursement of up to \$5,000, but not to exceed one-half of the total consultant costs

Eligible Reimbursement Costs

- Design consultant fees
- Financial consultant fees
- Engineering fees
- Market study costs

Application and Review Process

- The applicant submits the application to the City Administrator who refers it to the Design Committee, which reviews the applicant's request.
- The Design Committee will make a recommendation on the application to the City Council for a final decision.
- A copy of the final consultant report along with copies of all paid reimbursable costs must be submitted to City Administrator.
- If all of the requirements listed above are satisfied, the City Clerk will prepare a check in the amount of the grant.

Information Required with Application

- Narrative description of type of business and proposed business plan
- Explanation for need of the consulting service
- Executed contract with consulting service

The program procedures described above may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify the program requirements at any time at its discretion, with or without notice. Awards are subject to available funding.