



**RED WING**  
SIGN, AWNING &  
FACADE GRANT  
PROGRAM

APPROVED 11/07/17  
AMENDED 1/09/19  
AMENDED 4/02/19

# SIGN, AWNING & FACADE GRANT PROGRAM GUIDELINES AND APPLICATION

The Red Wing Port Authority is providing an incentive program to improve the signs, awnings and façades of commercial and industrial buildings throughout the City. By enhancing the appearance of buildings, the program serves to improve the economic viability of these areas. Better aesthetics increase property values, improve the marketability of space within the buildings and draws business and residents to the area.

The Red Wing Port Authority will administer the Sign, Awning & Façade Grant (SAFG) Program. An application review and selection committee (the "Selection Committee") will consist of four representatives (staff or board member), including: two from the Port Authority, one from Downtown Main Street, and one from the Chamber of Commerce. The HPC must review all applications within a designated historic district. Final grant approval decisions will be made by the Red Wing Port Authority Board of Commissioners.

The SAFG Program is designed for permanent sign, awning and façade improvement projects that are located in approved downtown, commercial (business), industrial and mixed-use zoning districts of the city. Business uses that are identified as Conditional Uses in Residential Zoning Districts are also eligible, such as a Bed & Breakfast, Day Care Center, Golf Course, and Medical Facility. This grant is a reimbursement with funds dispersed after the eligible improvements have been installed and inspected.

The maximum grant is 50% of total sign costs with a cap of \$2,500, contingent on available funds. Sign incentives can be phased per business until the \$2,500 limit is reached. The applicant must provide scaled architectural color drawing(s) and/or photo simulations showing the proposed improvements on the building.

Upon approval, the applicant has six months to begin their project. The project must be completed within one year of date of approval; failure to do so will forfeit the grant. Grants may also reimburse signs, awnings or façade improvements that have been installed within six (6) months prior to an application if all other eligibility criteria has been met.

The Red Wing Port Authority will fund this program as may be approved by the Port Authority Board of Commissioners and as appropriately provided for in the Port's annual budget.

## WHO CAN APPLY?

Building owners and tenants (with property owner's approval) can apply if:

- They are located within a commercial (business), industrial or mixed-use zoning district of the City (as determined by the Zoning Administrator); or, are a business use identified as a Conditional Use in Residential Zoning Districts.
- The property is up-to-date on all property taxes.

For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial or industrial building. Mixed-use buildings are eligible for the commercial portion for the building. Religious and residential entities are not eligible.

## WHO CAN DOLLARS BE USE FOR?

Signage, awnings and facades must be visible from a public street, not only an alley. Signage must comply with the City of Red Wing Sign Ordinance. Improvements must be approved by the Red Wing Historic Preservation Commission (HPC) if located in a historic district.

### Eligible Expenses

- Design
- Fabrication
- Installation
- Major Repair

### Ineligible Expenses

- Permit fees
- Debris removal
- Grant recipient labor \*
- Routine maintenance
- Interior work

\* Note: grant recipient labor may be included as match to be calculated at \$50.00 per hour, which must be estimated and properly documented.

## PRIORITY GUIDELINES

These priorities are established when reviewing and approving applications (no order of importance). If at least one-half of the priorities are not met in each appropriate category, the Selection Committee may not recommend approval of an application. **These guidelines will be superseded by HPC guidelines and decisions for those buildings located in the historic district of Red Wing.**

### Signs

1. All signs in a multi-tenant commercial or industrial building are made to be similar in size, location, color and/or style.
2. Signs are simply designed to say "more with less" ... a combination of few words and symbols.
3. Lighting of the sign(s) is improved (i.e., changing from backlit to direct).
4. Some type of relief is included, rather than a flat sign, such as borders, letters, etc.
5. The building includes one or more projecting signs.

6. Older electronic message signs are removed and/or replaced.
7. Other features as determined by the review committee.

#### Awnings

1. Signage is included in/on the awning(s).
2. The awning(s) conform better to the scale and fit of the building.
3. Awning colors and/or materials are changed to be a better match with other design elements on the building.
4. Other features as determined by the review committee.

#### Façade

1. The façade is painted or re-painted to an appropriate color.
2. Minor repair is done as may be needed under the smaller scale funding of this program.
3. Lighting is added or replaced that provides an overall improvement to the façade in terms of brightness, direction, location and energy savings.
4. Windows or doors are added and/or replaced at ground level.

## HOW DO I RECEIVE A GRANT?

Step #1 Be sure you meet program requirements.

- The property is located within a designated downtown, commercial or industrial zoning district.
- The property is up-to-date on all taxes.
- All construction management is the applicant's responsibility.
- This is a reimbursement program; the applicant must complete and pay for the private match for the work before a reimbursement check is issued. See step 6 for further information.

Step #2 Set-up a meeting with Port Authority staff to discuss your project at 651-385-3639, 419 Bush St.

Step #3 Submit the Grant Application and Participation Agreement to Port Authority staff, including:

- Written description of the project, including drawings, before photographs of the building, and other supporting materials that accurately represent scope and intent of project improvements.
- Evidence you have the matching dollars available and/or grant recipient labor documentation. If qualified to do so, you may perform the work yourself; however, grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
- At least one contractors' bid (preferably two bids that have identical scopes of work).

Step #4 Applications are reviewed by the Selection Committee. Applications are approved by the Port Authority Board of Commissioners.

Step #5 Receive a signed copy of the Grant Application and Participation Agreement.

- Given to recipient after project has been approved.
- The Participation Agreement authorizes the applicant to proceed with the project.
- Before beginning the project, the applicant must be sure to obtain the necessary permits.
- Permits and taxes paid verification is required prior to any grant disbursements.

Step #6 Complete the project and submit documentation.

- Complete the project and submit documentation to Port Authority staff within twelve (12) months of the date of the signed Participation Agreement. The grant funds will be disbursed by the Port Authority within ten (10) days after they receiving ALL of the following items:
  - Before/after photos highlighting the improvement project from the same vantage point.
  - Completion certificate signed by the applicant and the contractor.
  - Proof of final inspection by the City of Red Wing Community Development Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).
  - Final invoice from the contractor showing the total project cost.
  - Proof of payment paid to contractor. The applicant should be satisfied with the work before paying.

# APPLICATION/AGREEMENT

Date: \_\_\_\_\_ Grant Applicant Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Property to be Improved: \_\_\_\_\_, Red Wing, MN 55066

Property Owner Name: \* \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*If the Grant Applicant is NOT the property owner, then the owner must sign to approve the proposed improvements.

Step #1 Describe work/project(s) to be completed on an attached sheet; include before photographs.

Step #2 Submit one or two written bids for all work/project(s)

- If two bids are submitted, they must be for identical scopes of work.
- If qualified to do so, you may perform the work yourself. Grant recipient labor may be counted as match funds calculated at \$50.00 per hour, which must be initially estimated and properly documented. Grant funds can only be used to compensate for materials, not for labor or the purchase or rental of tools and equipment.
- Summarize the bid(s) in the box below.

Brief Description of Work	Contractors (1 or 2)	Bid (1 or 2)

Step #3 Select contractor and estimate work dates

Contractor selected: \_\_\_\_\_

Approximate date work will begin: \_\_\_\_\_ Approximate date work will be complete: \_\_\_\_\_

Step #4 Review terms and conditions

The Grant Applicant will receive a Grant in the amount specified below pending Grant Applicant's compliance with (1) the Sign Grant Guidelines, (2) this Agreement, and (3) available funding. Final determination of eligibility rests with Red Wing Port Authority.

- The Grant Applicant certifies that he/she is an owner of record of the property where the funds will be used to finance repairs and/or improvements; or where not the owner of record of the property, has obtained the Owner's written authorization to cause the repairs or improvements to be made. The property owner certifies that all property taxes are paid and up-to-date and will remain so throughout the entire project, until grant funds are disbursed.
- Work performed at the Property shall be as stated in the contractor(s) bid(s) obtained by the Grant Applicant or the materials list submitted with (or a subsequent part of) the application for the Grant.
- Any contractor(s) who performs work at the Property must meet City of Red Wing licensing, building permit, and building code requirements.
- If the Grant Applicant is performing any work, the Grant Applicant understands that upon completion (1) all work must meet City of Red Wing zoning code, building permit, and building/housing code requirements and (2) grant funds can only be used to compensate for materials, not for the purchase or rental of tools and equipment or the labor of the Grant Applicant, a relative, or someone with a financial interest in the business or property receiving the grant funds.
- All improvements must be completed and reimbursement request documents provided to Red Wing Port Authority within twelve (12) months of the Grant Approval Date or Grant Applicant may be denied reimbursement. The Grant applicant is responsible for ensuring that the work has been completed satisfactorily before paying the contractor(s).
- The Grant funds will be disbursed to the Grant Applicant by the Red Wing Port Authority ten (10) days after the receipt and review of items below. The Grantee must submit the following items to the Red Wing Port Authority upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor:
  - Before/after photos highlighting the improvement project from the same vantage point.
  - Proof of final inspection by the City of Red Wing Community Development Department for work requiring a City permit (a copy of the permit signed off by the responsible City Inspector).
  - Final invoice from the contractor showing the total project cost.
  - Proof of payment paid to contractor. You should be satisfied with the work before paying.

Step #5 Sign and date below, accepting the forgoing terms.

- A grant is not approved until this document is signed by the appropriate Red Wing Port Authority representative (call 651-385-3639).

GRANT APPLICANT

By  
Its

If the grant applicant is the property owner, go on to step 6.  
If the Grant Applicant IS NOT the property owner, the property owner must sign below  
in front of a notary or a known second party witness.

PROPERTY OWNER

By  
Its

NOTARY

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF GOODHUE    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_, the \_\_\_\_\_ of  
\_\_\_\_\_, a \_\_\_\_\_, on behalf of the  
\_\_\_\_\_.  
\_\_\_\_\_, Notary Public

or WITNESS

By  
Its

Step #6 Deliver the application to the Red Wing Port Authority at 419 Bush Street, Red Wing.

To Be Completed by Red Wing Port Authority

Date Application Received: \_\_\_\_\_  
Grant Amount:                    \$ \_\_\_\_\_ (herein referred to as "Grant")  
Private Match (dollars):        \$ \_\_\_\_\_ (herein referred to as "Matching Funds")  
Private Match (labor)            \$ \_\_\_\_\_ (calculated at \$50.00/hour and documented)  
Total Project Cost:               \$ \_\_\_\_\_ (Grant plus Matching Funds)  
Grant Approval Date:             \_\_\_\_\_

RED WING PORT AUTHORITY

By  
Its