

# BUILDING IMPROVEMENT GRANT PROCESS

The Building Improvement Grant (BIG) is designed to incentivize property owners to undertake exterior property improvements which lead to a better utilization of properties within Downtown Fond du Lac. The intent is to support building projects that will help move the needle forward to a more aesthetically vibrant downtown.

The BIG is a competitive grant program. Applications will be scored and awarded based on identified metrics. The grant reimburses up to 50% of exterior property improvements. The DFP Board of Directors has an obligation to the 214 property owners to invest in good, stable, and financially feasible projects with an end goal of raising the property values of the entire district.

Before beginning your project...

## 1. MEET WITH AMY

Before beginning any work, meet with DFP staff to go over:

- Design guidelines
- Which project components qualify for the BIG
- Design assistance
- Permits required

## 2. MEET WITH DARB

The Downtown Architectural Review Board (DARB) meets the first Tuesday of every month at noon.

- Submit your plan to the City 10 days prior to meetings
- Bring samples and swatches
- Attendance is required

## 3. BUILDING IMPROVEMENT GRANT (BIG)

Once your design is approved by DARB, apply for BIG.

- Receive up to 50% funding with matching investment
  - >\$7,500 must be approved by DFP Board of Directors
- Estimates from all contractors/suppliers needed as part of the grant application
- Projects are no longer eligible for the grant if the work has been started or completed
- Ensure all city payments are up to date
- Ensure all permits have been obtained

## 4. START YOUR PROJECT!

Once you receive DARB approval, BIG approval, and a signed letter of agreement, you may begin your project. Things to note:

- Any project changes after DARB approval must be reviewed again by DARB
  - If changes are not approved by DARB, you must stop work. If work continues, there is a risk of losing grant funding.
  - If changes are approved by DARB, you may continue with the project.
- Once the project is finished, submit all receipts/paid invoices for reimbursement.

## MEETINGS

### **DARB**

First Tuesday of every month  
City Council Building  
160 S Macy St. 4<sup>th</sup> Floor  
Noon

### **DFP Board**

Second Wednesday of every month.  
Fox Valley Savings Bank  
51 E First St.  
8:30 a.m.

## CONTACT

### **Downtown Fond du Lac Partnership**

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