



The Kevin and Mary Daniels Fund – Grant Requirements

Main Street America (MSA), in partnership with the City of Nampa, Idaho, the National Trust for Historic Preservation, and the National Trust Community Investment Corporation are pleased to offer the Kevin and Mary Daniels Fund, made possible through generous donations from Main Street board members, colleagues, and friends. The fund is a tribute to all that Kevin and Mary Daniels have done for America’s cultural heritage.

The Kevin and Mary Daniels Fund will provide funding to business and building owners to support highly visible improvements to buildings and storefronts in the Nampa Historic District. This program is intended to provide local Main Street America® programs with an additional “tool” in their economic vitality tool-box and help stimulate local economies using an innovative funding mechanism.

The Daniels Fund will also be available for matching grants that meet the requirements of Nampa’s Community Development Block Grant Historic Façade Rehabilitation Program. The program is part of Nampa’s overall strategy to catalyze new development in its historic downtown core. Please refer to the separate Loan Application if applying for a loan from The Kevin and Mary Daniels Fund.

Grant Basics

Grants from the Daniels Fund - Amounts and Terms

To apply for a grant from the Daniels Fund for the match required by Nampa’s CDBG Historic Façade Rehabilitation Program, the applicant must meet the following qualifications:

- The applicant’s property must be held by a 501(c)(3) or other non-profit organization.
- The Daniels Fund maximum grant award is **\$10,000**.
- The Daniels Fund grant may only be used toward the 50% match required by Nampa’s CDBG Historic Façade Rehabilitation Program.
 - *Note: Daniels Fund grantees are also eligible to apply for a loan from the Daniels Fund to use toward the 50% match required by Nampa’s CDBG Historic Façade Rehabilitation Program.*
- In order to receive the Daniels Fund maximum grant award amount of \$10,000, the applicant must also receive \$20,000 from Nampa’s CDBG Historic Façade Rehabilitation Program funds.
 - *Note: Nampa’s CDBG Historic Façade Rehabilitation Program funds are a 5-year forgivable loan and may not exceed \$20,000. The funds reimburse up to 50% of the total cost of a project, up to \$20,000.*



- Total award dollars available for any one project in Nampa’s CDBG Historic Façade Rehabilitation Program: \$20,000 reimbursement from CDBG + \$10,000 grant from the Daniels Fund to meet the 50% match requirement + \$10,000 loan from the Daniels Fund.
- The building ownership must be maintained for 5 years.

Additional Terms

- Interested applicants will submit a Daniels Fund grant application to the City of Nampa detailing their project and affirming their application to Nampa’s CDBG Historic Façade Rehabilitation Program.
- Grant recipients will be required to sign a grant agreement.
- Annually, grant recipients will be required to report predetermined metrics to MSA in addition to any reporting required by Nampa’s CDBG Historic Façade Rehabilitation Program. *Please see details below.*

Grant Use

- Grants from the Daniels Fund must be used toward the match requirement for Nampa’s CDBG Historic Façade Rehabilitation Program for exterior rehabilitation or improvement of existing commercial or mixed-use buildings within the Nampa Historic District.
- Eligible projects include, but are not necessarily limited to:
 - Awnings, canopies, storefronts, doors;
 - Landscaping;
 - Exterior lighting;
 - Window repair;
 - Masonry work;
 - Paint
 - Signage.
- All proposed rehabilitation work and improvements must be submitted to and approved in advance by the City of Nampa and MSA and be conducted in accordance with local design guidelines and the Secretary of the Interior’s Standards.
- Successful applicants must preserve and repair original historic materials wherever possible.
- No portion of the funds may be utilized for interior improvements to the building.
- No portion of the funds may be utilized for work completed prior to receipt of the grant.

Who is eligible?

- Nonprofit organization owners of buildings located in the Nampa Historic District or a building deemed historically contributing as defined by the State’s Historic Preservation Office.
- Applicants will be required to submit their scopes of work to MSA and the City of Nampa Arts and Historic Preservation Commission for design review prior to submitting a Daniels Fund grant application.
- Applicants will submit a Daniels Fund grant application describing the proposed project for review by MSA and to the City of Nampa Arts and Historic Preservation Commission.



- Once approved, MSA will work with the City of Nampa and eligible grant applicants to complete a formal grant application.
- Applicants will be required to submit to MSA a certificate of insurance with the formal grant application prior to being approved for a grant.
- Applicants will be required to comply with all Federal and State Civil Rights and Equal Employment opportunity laws and agree not to discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation, or national origin.

Timeline

- Initial applications from property owners and tenants are received by MSA and the City of Nampa for approval. Additional applications will be reviewed and approved on a rolling basis.
- Fund grants will be disbursed up front and in full to the grant recipient. All Nampa's CDBG Historic Façade Rehabilitation Program funds are disbursed only for reimbursement of project costs.

Reporting

Daniels Fund grantees will be required to track and report indicators as prescribed by the local Main Street director, on an annual basis. The following are possible indicators that would be required to track over three-year timeframe:

- Number of new or increase in customers or clients (includes increase in foot traffic);
- Sales or revenue figures;
- Rental revenue, if applicable;
- Other kinds of renovation taken on during the project timeframe;
- Change in building use;
- Change in vacancy status;
- Before and after photos.

Some of the above metrics will vary according to business type. MSA and the City of Nampa will work with Daniels Fund grantees to determine which metrics best capture the effects of the project, and these tracked metrics can be estimates. MSA will gather the reports from the grant recipients.



The Kevin and Mary Daniels Fund Grant Application

Instructions: Complete all sections of the application and attach documentation as requested. Brief answers are encouraged. However, if you need additional space to respond to the narrative questions, please use a separate sheet of paper for each response, clearly indicating which section and question number relate to the response.

The City of Nampa and Main Street America (MSA) will accept and process grant applications. Applications will be accepted and processed on a rolling basis.

Please submit grant applications, including all exhibits and attachments, to Main Street America, either by mail or email (preferred):

Brittani' Batts, Associate Manager of Projects and Research
Main Street America
53 West Jackson Blvd., Ste. 350
Chicago, IL 60604
Email: bbatts@savingplaces.org



SECTION ONE - APPLICANT

Name of Applicant: _____

Company Name: _____ Date Established: _____

Type of Company/Organization:

- Limited Liability Company
- Limited Partnership
- Partnership
- S Corporation
- C Corporation
- Sole Proprietorship
- Nonprofit Organization

Contact Person/Title: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____



1. Is the applicant the owner of the building?

Note: The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.

Yes. The building owner is required to provide proof of ownership such as payment of property taxes or property deed

No.

If the applicant is not the owner of the builder, the applicant is **required** to submit written evidence of building owner's approval of the application (refer and fill out number 2). **Note:** the owner's approval can be shown in a simple letter.

2. Name of Owner/Organization:

Contact Person: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____



3. In the past, has the applicant received financial assistance from the City of Nampa?

Yes

- Project Name(s): _____
- Name of Program(s): _____
- Year(s) Received: _____
- Amount(s): _____
- Was the financial assistance in the form of a loan? Has it been repaid? If not, what is the final maturity date of the loan?

No



SECTION TWO - THE PROJECT

- ✓ **Please see GRANT USE on page 2 for details on eligible work.**

- ✓ **Attach any illustrations or specifications that illustrate the project's scope of work.**
Note: Narrative description highlighting the drawings, renderings, architectural plans, construction contract, construction schedule, proposed materials, color samples, and cost estimates are all examples of ways to show us the scope of work.

1. Name and Location of Project:
 - a. Building Name (if applicable): _____

 - b. Building Address: _____

 - c. Business Name (if applicable):

 - d. Business Street Address (if different from the building address):

2. The current status of the project property is:
 - Vacant
 - Occupied

3. Are the project buildings or neighborhood recognized for their cultural/historical significance by any of the following designations:
 - National Historic Landmark (NHL)
 - National Register of Historic Places (NR)
 - State Designation Program
 - Local Designation Program
 - Other: _____

4. Is the project located in the Nampa Historic District?
 - Yes.**
 - No.**



In order to receive a grant from the Daniels Fund, applicants must provide verifiable evidence that the State Historic Preservation Office was contacted, consulted and the results of that consultation.

11. Is there any opposition to the project?

Yes

i. Please describe: _____

No

Don't know

12. Describe plans, if any, for community participation in the project.



SECTION THREE – FINANCING

In addition to the questions in this section, please complete Exhibit A as appropriate. Please see GRANT AMOUNTS AND TERMS on page 1 for further details.

1. Total Estimated Project Cost: \$ _____
2. Requested Grant Amount (cannot exceed 50% of total project cost or \$10,000):
\$ _____
3. Describe the source of the required 50% match for Nampa’s CDBG Historic Façade Rehabilitation Program. **Note:** this can be a grant as well as a loan from the Daniels Fund.

Acting as a duly authorized representative of the described project and its sponsoring company/organization, I am submitting this request for financial assistance from The Kevin and Mary Daniels Fund. I have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the program.

Signature: _____ Date: _____

Name and Title: _____

Please complete the attached Exhibit A as appropriate.



EXHIBIT A Project Budget

Instructions: Provide a budget for the project with cost estimates and indicate assumptions for all estimated costs. Total project costs must equal total project sources.

ANTICIPATED SOURCES AND USES

Please list all of the sources and uses of the project. Sources include the grant you are requesting with this application plus any other financing that will go into the project, including but not limited to Nampa’s CDBG Historic Façade Rehabilitation Program, Daniels Fund loan, bank financing, owner cash, and/or other grants. Uses include the façade improvements and any other improvements that are above and beyond what the Daniels Fund will be funding. The total sources must equal the total uses.

SOURCES	\$ AMOUNT	USES	\$ AMOUNT
TOTALS			



The Kevin and Mary Daniels Fund Application Checklist

- ✓ **Signed and Dated Grant Application**

- ✓ **Proof of Ownership**
 - **Note:** The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.
 - If the applicant is NOT the owner of the builder, the applicant is **required** to submit written evidence of building owner's approval of the application. **Note:** the owner's approval can be shown in a simple letter.

- ✓ **Project Scope of Work**
 - **Note:** Narrative description highlighting attached drawings, renderings, architectural plans, construction contract, construction schedule, proposed materials, color samples, and cost estimates are all examples of ways to show us the scope of work.

- ✓ **Exhibit A**
 - Project Budget
 - Anticipated Sources and Uses