

Harbor District BID Property Improvement Grant Program Guidelines

The Harbor District Business Improvement District (BID 51) administers a grant program to help support property and business owners in the BID 51 boundary. Our grant program focuses on projects that improve property aesthetics and/or water-centric neighborhood improvements.

Eligibility Requirements

- Grant funds may be used for any phase of project (conceptual design, specific design, or construction/implementation) for a maximum of \$5,000 per project. All grant applications will be reviewed and approved by the BID 51 board with the board reserving the right to grant additional funds to any project it deems of great impact.
- For aesthetic property improvement projects, only work for the exterior of a building or outdoor landscaping/streetscaping that will result in a publicly visible improvement is eligible. Projects focused on the interior, rear, or not visible roof of a building/property are not eligible.
- For water-centric neighborhood improvements, work must improve the environmental performance of the property and/or Harbor District with an emphasis on responsible water stewardship. Examples include green infrastructure projects to address stormwater management issues, habitat projects that create space for native species (terrestrial or aquatic), or other water-centric property improvement projects.
- Routine maintenance such as painting, masonry, fencing, and lighting must be part of a larger renovation project.
- Property clean-up projects are not eligible for a grant.
- Only work begun *after* approval by the Harbor District BID Property Improvement Grant Committee will be eligible for a grant.
- Tax delinquent properties are not eligible.
- Each property is only eligible for one grant every other calendar year.

Required Materials for Application

- Completed Harbor District BID Property Improvement Grant application form.
- If applicant does not own the property, written consent from the property owner giving permission to conduct the improvement project.
- Owners or merchants working on their own properties will not be reimbursed for time while acting as contractor and/or installing materials. Material costs and labor of

employees are reimbursable, however. Documentation must be provided for the number of hours worked on the project by the employees and the rate of pay to those employees must be documented.

Grant Details

- The Harbor District BID Property Improvement Grant program awards grants up to a maximum of \$5,000 and will only fund up to 30% of the total project cost. The number of grants issued each year will depend on funding, but will likely be between 3 and 5 grants issued each year.
- Project must be completed within 1 year of a grant award. The Project is defined in the application as “how the BID 51 grant dollars will be spent” and could be conceptual design, specific design, or construction/implementation. Requests for extension will be considered only if made in writing and progress towards completion has been demonstrated.
- Grants are reimbursable, meaning they are only paid ***after*** a project is completed.
- Documentation required:
 - Proof of project completion (invoices, site visits, etc.) must be provided.
 - Proof of match (photocopy of checks written, bank statements, etc.) must be provided.