



2024 Russell County Economic Development & CVB Storefront/Signage Grant Program

Guidelines:

The Storefront/Signage Grant Program, through Russell County Economic Development & CVB is meant to create and enhance the promotion and physical design of businesses in Russell County. The program offers four levels of grants towards projects that include:

***Signage** – Development or updates to signage for Russell County businesses. Signage must meet ordinance expectations and codes.

***Store Front Improvements** – Improvements that impact current storefront. Roofing, parking lot, painting, siding/façade, windows, hardscape, etc.

Grant funds will not be provided until after the project is complete and receipts/invoices are turned in with the project final report.

Applications are due Friday, January 5, 2024. Only one application per business per year. Once funded, businesses cannot apply for funding again for 2 years. Applications are reviewed confidentially by an independent committee of professionals not affiliated with Russell County. The total amount to be given out each year is \$10,000, number of applications awarded will vary. Grants will be awarded on a scored basis until funding is depleted. This program is meant to enhance and expand current efforts and not be the sole funding for the project. Applicants can apply for one of the four grant categories below, depending on their projects projected cost (50% match required):

**Available
Categories:**



1. Investment of \$4,000 & UP = \$2,000 grant.
2. Investment of \$3,000 - \$3,999.99 = \$1,500 grant
3. Investment of \$2,000 - \$2,999.99 = \$1,000 grant
4. Investment of \$1,000 - \$1,999.99 = \$500 grant

Application Requirements:

- Submit the complete application by close of business January 5, 2024.
- Applicants must be current on Property Tax.
- All funded applicants must complete the final report and provide receipts/invoices from project expenses in order to receive funds.
- Applicant must have a business with an existing store front. If the owner of the building has no business in the facility, they will need to show a business plan for the facility once renovated.
- All updates to the facility must be within the city ordinances and codes.
- Project must be completed within one year after grant is awarded.



2024 Russell County Economic Development & CVB Storefront/Signage Grant Program

Application:

Name of Business:

Business Owner:

Business Address:

Phone:	Email:
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Website:	Social Media:
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Business Tax ID #:

Do you own the building your business is in? Yes No

If no, do you have permission from the owner to do improvements? Yes No

Do you have a business plan for your business? Yes No

If yes, does it need updated? Yes No

Do you have a succession or exit plan for your business? Yes No

Would you like to schedule a meeting to discuss other business resources? Yes No

Scope of Project:

Attachments can include photos, drawings, etc.

<p>Describe your "need":</p>

Projected Project Timeline:

<p>Start Date:</p>	<p>End Date:</p>
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Budget:

Attachments can include quotes, invoices, etc.

<p>Total Budget:</p>	<p>Amount Requested:</p>
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<p>Budget Narrative:</p>

<p>Signature:</p>	<p>Date:</p>
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2024 Russell County Economic Development & CVB Storefront/Signage Grant Program

Final Report:

Attachments should include photos, receipts, etc.

Name of Business:

Business Owner:

Project Outcome:

Start Date:

Completion Date:

Proposed Budget:

Final Budget:



Special Program – City of Lucas Only 2024 Big Kansas Road Trip Storefront/Signage Grant

Guidelines:

For this year only, in partnership with NetWork Kansas and the Big Kansas Road Trip, Russell County Economic Development & CVB is offering a special program for the City of Lucas to prepare for the upcoming Big Kansas Road Trip that will be held May 2-5, 2024. The objective of the special program is:

***Signage** – Development or updates to signage for Russell County businesses/attractions. Signage must meet ordinance expectations and codes.

***Store Front Improvements** – Improvements that impact current storefront. Roofing, parking lot, painting, siding/façade, windows, hardscape, etc.

Applications are due Friday, January 5, 2024. Only one application per business/entity. Applications will be reviewed confidentially by an independent committee of professionals not affiliated with Russell County. The total amount to be given out for this special program is \$9,000, number of applications awarded will vary. Grants will be awarded on a scored basis until funding is depleted. Applicants can apply for one of the four grant categories below, depending on their projects projected cost (25% match required):

**Available
Categories:**



- 5. Investment of \$4,000 & UP = \$3,000 grant.**
- 6. Investment of \$3,000 - \$3,999.99 = \$2,000 grant**
- 7. Investment of \$2,000 - \$2,999.99 = \$1,500 grant**
- 8. Investment of \$1,000 - \$1,999.99 = \$750 grant**

Application Requirements:

- Submit the complete application by close of business January 5, 2024.
- Applicants must be participating in the 2024 BKRT.
- Applicants must be current on Property Tax.
- All funded applicants must complete the final report and provide receipts/invoices from project expenses.
- Applicant must have a business with an existing store front. If the owner of the building has no business in the facility, they will need to show a business plan for the facility once renovated.
- All updates to the facility must be within the city ordinances and codes.
- Project must be completed before May 2024.



Special Program – City of Lucas Only

2024 Big Kansas Road Trip Storefront/Signage Grant

Application:

Name of Business/Entity:

Business Owner or Lead Contact:

Address:

Phone:	Email:
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Website:	Social Media:
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Do you own the building your business is in? Yes No

If no, do you have permission from the owner to do improvements? Yes No

Are you participating in the BKRT? Yes No

Do you have a succession or exit plan for your business/entity? Yes No

Would you like to schedule a meeting to discuss other business resources? Yes No

Scope of Project:

Attachments can include photos, drawings, etc.

Describe your "need":

Projected Project Timeline:

Start Date:	End Date:
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Budget:

Attachments can include quotes, invoices, etc.

Total Budget:	Amount Requested:
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Budget Narrative:

Signature:	Date:
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Special Program – City of Lucas Only

2024 Big Kansas Road Trip

Storefront/Signage Grant

Final Report:

Attachments should include photos, receipts, etc.

Name of Business/Entity:

Business Owner or Lead Contact:

Project Outcome:

Start Date:

Completion Date:

Proposed Budget:

Final Budget: