



City of Bandon

555 Hwy 101, PO Box 67
Bandon, OR 97411
(541) 347-2437

Bandon by the Sea

CITY OF BANDON BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM

GUIDELINES

July 1, 2024

I. PURPOSE

The Purpose of the City of Bandon Business Improvement Grant ("BIG") is to encourage private investment by property owners and/or business owners ("Grant Recipients") in the renovation of existing permitted commercial businesses within City limits. The program will provide one-time grants up to \$10,000 in the form of a reimbursement equal to the expenses incurred by the Grant Recipient when completing City-approved building and/or site improvements. Matching grants will be awarded to Grant Recipients upon the completion of the authorized improvements to eligible commercial businesses and submittal of the required documentation verifying the cost of the work performed. This program is designed to facilitate local economic development by way of improving the aesthetic appearance of existing buildings and related site features thereby eliminating commercial property maintenance violations citywide.

II. PROGRAM FUNDING

Funding for this program will be allocated on an annual basis as part of the City Council's adoption of the City Budget.

In 2024, grants will be awarded on a first-come, first served basis and will be distributed until the end of the calendar year, December 31st. The grant program will re-open March 1st and close April 30th in subsequent years. Grant funding will be available starting on July 1st, the beginning of each fiscal year, pending the submission of required receipts or invoices. Work must be completed in the fiscal year that the funding is awarded, closing June 30th.

Program applicants are eligible for one grant from each category every five years. Property owners may apply for a matching grant of \$10,000 or 70% of the total project cost, whichever is less. Separately, business owners may apply for a small grant of up to \$1,000 or 70% of the total project cost, whichever is less.

III. ELIGIBILITY

To be eligible for a Business Improvement Grant, you must be the current property owner or business owner of a legally permitted non-residentially developed property fronting on a publicly accessible street or alley within City limits. Your project must meet the requirements of the Bandon Municipal Code and the Coos County Building Department. If approvals from the City Planning Department or other agencies are required for the proposed work, these permits must be obtained prior to the start of construction or implementation.

Eligible projects include:

- Exterior cosmetic improvements to the structure's façade (other than paint, work must be located on the street frontage side of the building). This might include painting, replacement of windows or doors, or work on architectural features.
- Installation or replacement of signage or awnings.
- Installation or replacement of landscaping.
- Installation or replacement of outdoor lighting.

- Removal of barrier to access for people with disabilities through installation of public or handicap accessible sidewalks and/or infrastructure.
- Installation of outdoor seating or other streetscape furniture.
- Removal or non-conforming, non-compliant, or illegal site elements.

Small Grant

Business owners may apply for a small project grant for up to \$1,000 or 70% of the project cost, whichever is less. A property owner's signature is required to affirm agreement with the proposed changes. These grants are typically awarded for small improvements such as painting, signage, awnings, or street furniture.

Large Grant

Property owners are eligible to apply for the large project grant of up to \$10,000 or 70% of the total project cost, whichever is less. These grants are awarded for larger façade improvements or beautification projects. These improvements are expected to be maintained for a minimum of five years, which is the ongoing responsibility of the property owner.

Grants are offered on a reimbursement basis. The project applicant must submit receipts and/or invoices for the pre-approved work to receive funding. Projects not listed on the application will not be considered for funding after-the-fact. Work completed before the application is approved may not receive funding through this grant program.

IV. COMPLIANCE

All projects must comply with the requirements listed in the Bandon Municipal Code. Projects may require permits from the Planning Department, Public Works Department and/or Coos County Building Department. It is the responsibility of the property owner to ensure these permits are received prior to the start of construction. Construction activities should be performed by licensed contractors or service providers. In the event that a business owner or property owner opts to perform the work themselves, the City will not reimburse for labor.

Applicants must submit at least one (1) quote for the proposed work. We understand that small projects may not require a contractor and that there are limited options for vendors of certain projects. The quote provided is what the City will use to determine the required match and maximum grant allowed. Receipts or invoices for all labor and materials showing actual project cost will be required prior to issuing funding.

Once the City has approved the application, the project applicant will be required to complete the work by June 30th of the following year. Applicants will be notified of approval or denial within 60 days of submittal and will be required to sign an agreement acknowledging an understanding of the obligations necessary to receive funding. When the approved work is complete the applicant will be required to submit a final report, including a copy of the invoice proving the work has been completed at the proposed cost.

V. APPLICATION

To apply, interested applicants should complete a Bandon Business Improvement Grant application and submit it to planning@cityofbandon.org with the following attachments:

- Photo of project before beautification
- Quote for proposed work
- Copy of permit applications (if applicable)
- Copy of lease agreement (if applicable)

Once the City receives a complete application, it will be reviewed by the Planning Department for eligibility. If items are missing, the Planning Department will contact the person listed on the application. Once a complete application is deemed eligible, it will be sent to the City Manager for approval. The City Manager will issue a letter of approval and a copy of the agreement that must be signed before work may commence. Once the agreement is signed, the City will provide a Notice to Proceed. The project must be complete, and a final report must be submitted to the Planning Department by June 30th of the following year to receive reimbursement. The final report shall include photographs of the finished work, invoices or receipts, and a written narrative indicating how the funding was used. The City will review the final report within 30 days of submittal and issue a check to the project applicant for the amount eligible.