

# 2023 Downtown Reimbursement Grant Application Portal Guidelines

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Main Street Anniston (MSA) and the Downtown Development Authority (DDA) have partnered to establish the Downtown Anniston Multi-Purpose Reimbursement Grant program for *(1) For-Profit Businesses, (2) Nonprofit Corporations, and (3) Private Citizens* within the defined boundaries of the Downtown Anniston Historic District and Anniston's West 15th Historic District. The reimbursement grant funds from this program are provided by the DDA, an incorporated entity that is separate from the City of Anniston's Municipal Government. Maximum reimbursement request amount is \$10,000 per applicant.

To see if your project is within the boundaries of our two eligible districts, please view the maps linked below:

- [Downtown Historic District Map](#)
- [West 15th Historic District Map](#)

At this time, the Downtown Anniston Multi-Purpose Reimbursement Grant has a funding pool of \$100,000. This program will remain available until the funding pool has been exhausted.

**NOTE: All work/projects/plans, seeking reimbursement, must abide by city codes and historic commission guidelines. All contractors MUST be licensed, and all projects MUST be properly permitted and planned. Application approvals are based upon a majority vote of the DDA Board members.**

- For questions on what requires a permit or architectural plans please contact the Fire Marshal at: **256-282-2767**.
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## Notifications

Applicants will be notified of their application's approval or denial within 3-weeks of applying.

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## Guidelines & Requirements:

To be eligible for reimbursement through this program, applicants must:

- Complete an online application for reimbursement funding.
- If an applicant is approved for funding by the DDA and MSA Executive Director, their funds will not be issued until the applicant's project is complete.
- Applicants may only request a maximum of \$10,000 for any given project.
- **Seeing as funding is limited, applications will be PRIORITIZED by the following standards:**
  1. *Applicants who have NOT previously received reimbursement grant funds from this program will be prioritized over those who have previously received program funding.*
  2. *If the project has abided by all applicable city codes, rules, and regulations, as well as historic commission guidelines and requirements.*
  3. *The overall economic impact that said project's completion will have on Downtown Anniston or Anniston Historic West 15th District*
  4. *Overall amount of investment into Downtown Anniston or Anniston Historic West 15th District.*
  5. *The type of project being applied for under this reimbursement grant.*
  6. *If the business is in "good standing" with the City of Anniston and its communities therein.*
  7. *An applicant's business and/or entrepreneurial acumen (defined as: one's ability to make good judgements and effective business decisions).*
    - **Please note that awarded funding may differ from the amount requested. That is to say, an applicant may request \$10,000, yet may only receive a partial award based on the above prioritization criteria laid out in line #4.**

**All FINAL funding decisions, approvals, and awards are based upon a vote of the Downtown Development Authority (DDA) Board Members.**

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## Projects Eligible for Reimbursement

**NOTE:** For any project to be eligible it must have been completed in 2023. Any project that was completed prior to January 1, 2022 is NOT eligible for this program.

#### **ELIGIBLE IMPROVEMENTS:**

1. Exterior Facade (defined as a building's front, back, its sides, rooftop) improvements or enhancements.
  2. Interior renovations or repairs.
  3. Fire suppression assistance, such as sprinkler installation.
  4. Environmental clean-up of a property.
  5. Historic rehabilitation of a property.
  6. The purchase of business equipment, such as kitchen equipment and/or equipment necessary for a business to properly operate or improve its current operations.
  7. New Construction and developments.
  8. Addition of residential lofts to existing buildings.
  9. Innovative business plans and/or programs that would create jobs and/or strengthen the entrepreneurial atmosphere of Downtown Anniston or the West 15th Street Historic District.
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## **Eligible Applicants**

#### **ELIGIBLE APPLICANTS:**

- (1) For-Profit Businesses, (2) Nonprofit Corporations, and (3) Private Citizens within the defined boundaries of the Downtown Anniston Historic District and/or the West 15th Street Historic District (*Government Entities are not eligible*).
  - *An applicant MUST have written permission from the property owner to apply if the applicant is **renting or leasing** the building.*

#### **OTHER REQUIREMENTS FOR ELIGIBLE APPLICANTS:**

1. A Certificate of Appropriateness (**COA**) from the Anniston Historic Commission must be obtained, completed, and submitted for any physical changes to occur upon a building within our historic districts. [A COA may be downloaded here.](#)
  1. For any questions with your COA application, please contact our Building & Safety Department Administrative Assistant at: **256-231-7720**.
2. Upon having your application approved, you will need to submit a completed W9 form in order for reimbursement payment to be issued. You may download a blank [W9 form](#)

[here](#). You may see what [information is needed in the W9 by clicking here](#), every item marked in green needs to be filled out and submitted back below.

3. All work/projects/plans must abide by city codes. All contractors MUST be licensed and all projects MUST be permitted. For questions on what requires a permit, please contact the Fire Marshal at: **256-282-2767**.
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## Ways to Apply & What to Know

- **APPLYING FOR AN ALREADY COMPLETED PROJECT:**
  - To apply for reimbursement for a project that has already been completed in 2023, please submit the project's paid invoices.
    - An applicant must submit proof of payment (*such as paid invoices*) for the work completed or equipment purchased in order to **receive reimbursement** from this grant program once their project is complete.
  
- **APPLYING FOR A PROJECT THAT HAS NOT STARTED:**
  - As a part of the online reimbursement application below, an applicant may apply to this program, prior to work beginning on their project, by submitting contractor quotes and/or estimates. An applicant could then be approved for reimbursement prior to their project beginning.
    - However, once the project is complete, in order for funding to be issued, the applicant must be able to display proof of the project's paid invoices.
  
- **GENERAL NOTES:** *Payment will be made to the applicant only when construction/rehabilitation is COMPLETE, and/or equipment has been ordered and RECEIVED, and/or the general scope of the project that was applied for has been COMPLETED in a satisfactory manner.*
  - *Payments will not be applied to invoices, yet reimbursement payment will be made to the person or entity that applied for reimbursement through this program.*
    - The acting executive director of Main Street Anniston reserves the right, upon review of a completed project, to recommend to the DDA that they *DENY* and/or *HOLD* funding from an applicant who has been approved for funding, if the given applicant's completed project fails to meet the expectations of its scope and/or aim as it was laid out in the applicant's funding request to the Downtown Development Authority

(DDA). The DDA may then, by a vote of the DDA board, choose to deny and or hold funding from an approved applicant if the DDA believes said applicant did indeed fail to meet the expectations of their project's scope and/or aim as it was laid out in the applicant's funding request.

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## **Ineligible Applicants & Projects**

### **INELIGIBLE APPLICANTS:**

1. Building owners or applicants who owe taxes to the City of Anniston.
2. Any work and/or project that violates city codes or permitting standards.
3. Any work and/or project that violates the requirements of Anniston Historic Preservation Commission.
4. Projects outside of the defined boundaries of the Downtown Historic District and West 15th Historic District.

### **INELIGIBLE PROJECTS:**

1. For any project to be eligible it must have been completed in 2023. Any project that was completed prior to January 1, 2023 is NOT eligible for this program.
  2. Projects outside of the defined boundaries of the Downtown Historic District and West 15th Historic District.
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## **Questions & Contact Information**

For questions on the application process or guidelines, please contact Main Street Anniston Staff at:

- *Karla Eden | Main Street Director | 256-371-3711*
- *Kristin Smith | Main Street Admin. Assistant | 256-231-7633*

