



WILLIAMSVILLE
DOWNTOWN
IMPROVEMENT
PROGRAM
2008

Village of Williamsville
Village Hall
141 West Main
Williamsville, Illinois 62693
217-566-3806

Frequently Asked Questions

What is the program about? The Village of Williamsville Downtown Improvement Program provides matching grants to commercial property owners, or business owners with property owner approval, located within the Williamsville Downtown Business District. The program encourages restoration of building facades in order to enhance storefront appearance and improve commercial viability of the downtown area.

How much grant money is available? Approved Downtown Improvement Program applicants will receive a funding grant for 50% of the project cost, not to exceed \$5,000. Grants are awarded on a first-come-first-serve basis until such time that monies appropriated for the program are depleted.

How is the grant money awarded? Grants are awarded on a cost reimbursement basis following a process of application, design review and approval, and completion. Receipt of grant is contingent upon submittal of construction cost invoices and final project inspection by a Village Board representative. Projects must be completed within 18 months from written approval from the Village of Williamsville or the grant will be forfeited back to the Village. See Approval & Reimbursement Process supplement for specific details.

Why is your storefront appearance important? In business, first impressions mean everything! It is the storefronts that sell the business - and the business district - to customers. An attractive appearance, combined with quality products, competitive prices and good service, creates a compelling image that will increase commerce, profits, and community pride.

Who is eligible for storefront improvement grants? Applications will be considered for all commercial properties within the Downtown Williamsville Business District. Qualifying commercial properties include single-purpose retail and office buildings and mixed-use buildings containing combinations of retail, office, residential apartments, backs of buildings (if used as a public entrance.) The Downtown Williamsville Business District area encompasses all property zoned B-1 in Downtown Williamsville.

What types of projects qualify? The following are eligible for assistance under the Downtown Improvement Program. Please see the Eligible Projects & Activities supplement for more specific project guidance.

- Design Assistance
- Signage
- Awnings and Canopies
- Storefront Façade Improvements

What types of projects are NOT eligible for funding? Work financed under this program will exclude:

- Interior renovations and improvements
- Building permit and other miscellaneous fees
- Sidewalks and paving
- Landscaping
- Demolition or acquisition of property
- Clean-up and/or removal of debris, litter, etc.

What is the application process for the program? Secure a Downtown Improvement Program application and grant guidelines from the Williamsville Village Office, or online at www.williamsvilleil.org.

Submit the following:

- a. Matching Grant Application
- b. Project description
- c. Photograph of existing conditions
- d. Rendering and color scheme of proposed design/changes
- e. Schedule for completion of the project
- f. Two cost estimates of the project (if applicant is providing own labor, only material cost estimates are required)
- g. Approved Building Permit copy, as necessary

The Economic and Residential Development Committee will review the application for completeness and consistency with the program and forward their recommendation to the full Village Board. If approved, the Village will provide written authorization to proceed.

How Do I Get Reimbursed?

1. Adhere to the design plan on which the funding agreement was based.
2. Complete the project within 18 months from the date of authorization by the Village of Williamsville.
3. Submit a letter of project satisfaction, along with project invoices, to the Chairman of the Economic and Residential Development Committee at the Village Office requesting final inspection and reimbursement.
4. The Chairman of the Economic and Residential Development Committee will conduct a final inspection of the premises and audit the expenses associated with the project. If everything is satisfactory, the Chairman will recommend that the Village Board release the grant monies to the applicant.

Every effort will be made to reimburse the applicant in a timely manner. It is important that the project is not started until given approval by Williamsville Village Board in writing.