

## Mainstreet Shelbyville Start-Up Grant Application

This grant is available for businesses within Mainstreet Shelbyville's downtown historic district. The purpose of this grant program is to assist new retail businesses with start-up costs in our district. A new retail business is one that has been in operation for twelve months or less after filing with the Indiana Secretary of State. All applicants will have to meet certain criteria as referenced in this document. Not all applicants that apply for this grant will be accepted, funds for the grant are limited and may not be available yearly. Applicants may be awarded less than the requested grant amount.

It is highly recommended to seek training or tools from SBA (Small Business Administration) or ISBDC (Indiana Small Business Development Corporation) before applying for this grant. A current business plan and income statement will be required documentation to apply for these funds.

### **Grant Details:**

Mainstreet Shelbyville will fund up to \$15,000 of start-up costs for any of the approved items listed below:

- Equipment
- Inventory
- Inside Renovation (drywall, paint, ceiling work, electrical, plumbing, HVAC, and flooring)
- Initial premium for property insurance
- Signage
- Company vehicle lease or purchase
- Roof repair
- Outside equipment
- Landscaping

### **Non-Eligible Items:**

Any illegal or immoral enterprises, financial gain, real estate investment, political or religious activities, refinancing existing debt, accounts payable, short-term capital, and routine maintenance of the building. Mainstreet Shelbyville Inc. has the final authority concerning the usage of these funds.

**Grant Procedure:**

- Complete the application and submit it along with quotes and required documents to the Mainstreet Shelbyville office.
- The application and documents will be reviewed by the grant committee. If satisfactory, the application will then be submitted to the Board of Directors for review and final vote. You should allow up to 30 days for the review process. All work and/or purchases included in the application cannot be started/purchased before formal approval from our organization.
- Once, approved you are allowed to move forward with the funded projects and/or purchases included in the application. If the application is denied you will be notified and the reasons for denial explained at that time.
- Once approved a MOU will be signed by both parties and a grant poster will be supplied to be displayed during the project.
- The grant funds will be released through reimbursement once all work is satisfactorily completed and inspected and paid invoices are submitted to the office of Mainstreet Shelbyville.

**Date of Application-**

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**Business Name-**

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**Contact Name-**

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**Business Address-**

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**Phone Number-**

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**Email-**

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**Property status:**

Circle one-            Own            Lease

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(If leased, please submit a statement from the property owner stating permission to do the proposed work within the property.)

Please describe the scope of work to be performed by the grant funds-

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Please attach with this application detailed quotes, pictures of the status of the space to be renovated, and any other relevant documents.

Please check in the boxes to indicate that you have read and will comply with these items:

In order to receive funding, applicant acknowledges that Mainstreet Shelbyville Inc. may require input on design elements, materials used etc.

Applicant will determine if this project needs approval/permits from the City of Shelbyville before the project starts. 317-392-5102.

I will allow signage provided by Mainstreet Shelbyville Inc in my storefront window during the length of the project promoting our grant programs.

**Applicant Signature-**

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**Date-**

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**Building Owner Signature-** (if not applicant)

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**Date-**

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