



2026 Waupun Community Development Authority Downtown Revitalization Grant

PURPOSE

- Stimulate private investment in high-quality building facade improvements that contribute to the overall strength of downtown as a shopping and dining destination
- Grow the tax base within Tax Increment District 3
- Attract and retain more small retail, restaurant, high density office, and destination locations to our downtown

The Downtown Revitalization Grant Program is available to property owners and businesses within the City of Waupun's Tax Increment District 3 (TID 3). As a matching grant program, the CDA will reimburse the grantee for up to 50% of expenses, with a maximum award of \$5,000. The CDA reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed parcel every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. The Downtown Revitalization Grant Program may be used in conjunction with the Business Improvement District's Façade Improvement Program. **The deadline to complete work under this program in December 31, 2026. No extensions will be granted.**

APPLICANT ELIGIBILITY

- The property must be located within TID 3 boundaries, see attached map
- Property owners and tenants are eligible to apply; joint applications are encouraged
- Tenants must have a minimum of 1 year remaining on current lease from the date of application
- Properties zoned residential are not eligible
- Tax exempt properties are not eligible
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent
- Applicants located within the Business Improvement District (BID) must first apply to the BID through their Façade Improvement Program. If a BID grant is awarded, the CDA will consider the portion of the application not covered by the BID award. In this case the CDA would reimburse the grantee for up to 50% of the remaining expenses, with a maximum award of \$5,000.

ELIGIBLE IMPROVEMENTS

Improvements shall be visible from the exterior of the building, must comply with all building and zoning requirements, and must be in conformance with the Central Business District Design Guidelines (Waupun Municipal Code Chapter 25, attached). Special consideration will be given to projects that have the ability to generate significant tax increment.

Eligible improvements include but are not limited to:

- Façade Renovations
- Painting, tuck-pointing, masonry repairs
- Signage
- Doors
- Windows
- Awnings

- Deck Construction or Repair
- Outdoor Seating
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the CDA

INELIGIBLE IMPROVEMENTS

- General Maintenance
- Interior Improvements **Exceptions will be granted for projects that have the ability to generate significant tax increment*
- Parking Lot Construction or Repair
- Roof Repairs
- Landscaping
- Property acquisition
- Any improvements completed prior to receiving grant approval

APPLICATION SUBMITTAL AND REVIEW PROCESS

- a. Applications are distributed and collected by the CDA.
- b. Prior to submission, applicants must receive project approval by the Building Inspector.
- c. Prior to submission, applicants must obtain Cost Estimates*, Property Photos, a Project Plan drawn to ¼" scale, and Paint/Material Samples. **Program funds come from local tax revenues to support local projects. Although not required, it is appreciated if applicants consider obtaining bids from local contractors in preparing their application.*
- d. Completed applications are reviewed on an as needed basis by the CDA, which has discretion over the program. Applicants must attend the scheduled CDA meeting.
- e. Notification of approval/denial will be provided to the applicant by the CDA within 7 days of the scheduled CDA meeting. Note that the project must be approved prior to any of the work taking place.
- f. Changes to an approved project must be reviewed and approved by the City Administrator. Additional approval by the CDA may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

PROJECT COMPLETION AND REIMBURSEMENT

- a. Upon project completion, grantee must submit copies of paid invoices and pictures of completed work to CDA for reimbursement.
- b. Only approved eligible expenses will be considered for reimbursement.
- c. The Grant award amount is not a guaranteed payment amount. Final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
- d. Payout will not exceed the maximum grant amount approved by the CDA. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
- e. Projects must commence within ninety (90) days and be completed within six (6) months of grant approval unless otherwise approved by the CDA.
- f. All work must complete by December 31, 2026. No extensions will be granted. Projects not completed by the deadline will be considered closed due to incompleteness and grant will be forfeited.
- g. Once grant payout is made, the application will be considered closed and no additional expenses will be allowable.

**Waupun Community Development Authority (CDA)
Downtown Revitalization Grant Application**

Applicant Name: _____

Applicant Address: _____
(street, city, state, zip)

Phone: _____ **FAX:** _____ **Email:** _____

Name of Business/Property: _____

Property Address: _____
(street, city, state, zip)

Property Use: _____

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below.
If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____

Phone: _____ **Email:** _____

Property Owner Address: _____
(street, city, state, zip)

Property Owner Signature: _____ **Date Signed:** _____

Expiration Date of Current Lease Agreement: _____ **Owner Initials:** _____

Project Summary: (Provide a brief project summary)	
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Estimated Start Date: _____ **Estimated Completion Date:** _____

City Building Inspector Approval: _____ **Date:** _____

Required Attachments:

Cost Estimates

Project plan(s) drawn to 1/4" scale, if applicable

Current photo(s) of property

Paint color(s) or material sample(s), if applicable

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant: YES NO

Total Estimated Cost of Application: \$ _____

Total CDA Grant Request: \$ _____ (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Submit Application and attachments to:

Waupun Community Development Authority – City of Waupun
201 E. Waupun St., Waupun, WI 53963
kathy@cityofwaupunwi.gov

THIS SECTION IS FOR CITY OFFICE STAFF ONLY

Date application received: _____ Application reviewed for completeness by: (initials) _____ Date reviewed: _____

Property reviewed for delinquency by: (initials) _____ Date: _____

Applicant notified of scheduled CDA meeting by: (initials) _____ Date: _____

CDA ACTION: Approved Denied Date approved: _____ Amount Approved: \$ _____

Motion/Seconded: _____ Vote Results: _____

Give application and supporting docs to Finance Director to hold until receipts are received from project. Once receipts are provided City Administrator will notify Finance Director that it is ok to pay applicant.