



DOWNTOWN  
**BETTENDORF**  
ORGANIZATION

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# COMMERCIAL INTERIOR IMPROVEMENT GRANT APPLICATION

All applications submitted to:  
Downtown Bettendorf Organization  
2019 Grant St. Bettendorf, IA 52722  
Ryan Jantzi, Executive Director 563-343-1866  
[rjantzi@quadcitieschamber.com](mailto:rjantzi@quadcitieschamber.com)



**Mission**

To provide businesses located within the Downtown Bettendorf Self-Supported Municipal Improvement District (SSMID) with incentive to undertake projects that will result in structural or functional building improvements.

**Commercial Interior Program Description**

To encourage investment in existing buildings within the downtown Bettendorf SSMID and to reduce interior improvement costs for SSMID property owners and businesses, the Downtown Bettendorf Organization (DBO) and the City of Bettendorf, have created a Commercial Interior Improvement Grant program. The program will provide \$50,000 annually toward the Facade and Interior Grant Programs.

**Eligibility**

The interior grant program was created to help downtown property owners needing significant upgrades to their property. The program is not intended to fund routine building maintenance such as roof repair, furniture or any other improvement that does not improve the structural integrity or increase the value of the building. All improvements must permanently remain with property.

- Building must be within the Downtown Bettendorf SSMID.
- Buildings shall be structurally sound, and structure must meet current building codes prior to applying for funding. Courtesy inspections will be provided by the City of Bettendorf's Community Development Department.
- All improvements must be performed by licensed and bonded contractors when applicable. Additionally, permits must be obtained when applicable.
- When the application is submitted by a lessee, written permission from the property owner to facilitate the improvements must accompany the application.
- Applicants must be up to date on all current property taxes and contribute to the Downtown Bettendorf SSMID.
- Applicants are limited to one application during the fiscal year.
- Approved projects must be completed within one calendar year.
- Upon completion, the DBO will acknowledge our investment and highlight your improvements through our social media platforms.

**Benefits & Regulations**

The grant provides construction assistance in the form of matching funds for capital improvements upon completion of an approved project. Grant funding is available equaling up to 20% of owner and/or tenant investment capped at \$5 per square foot (PSF) and a maximum grant of \$15,000.

For example, if owner or tenant investment is equal to \$20 per square foot (PSF), the project could qualify for a DBO grant of \$4 PSF; thus, enabling a \$24 PSF total improvement budget for the desired project.

Nonprofits may apply for grants; however, priority will be given to projects submitted by Commercial and Multi-Residential property owners funding the SSMID.

**Review Process & Application Deadlines**

Applications are managed by the DBO Façade and Interior Grant Committee that meets quarterly to review submissions. Projects and committee decisions will be shared with the DBO Board of Directors. The total grant funding available is determined by the annual DBO budget (fiscal year is July 1 – June 30).

The DBO reserves the right to accept or reject any and all proposals. Any significant changes in construction plans made after project approval must be resubmitted for further review or the grant may be rescinded.

**Reimbursement of Funds**

Successful applicants will have grant funding released to the entity managing the build-out upon signing of lease, completion of agreed upon improvements, and proof of payment to contractors and/or consultants.



**Downtown Bettendorf Organization  
Commercial Interior Improvement Grant  
APPLICATION FORM**

Property Owner Name: \_\_\_\_\_

Property Owner Company Name \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tenant Primary Contact: \_\_\_\_\_

Tenant Business Name: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT DETAILS**

**Please provide a brief project overview:**

Planned Project Start Date: \_\_\_\_\_

Estimated Project Completion Date: \_\_\_\_\_

Total Sq. Ft. of Improved Space: \_\_\_\_\_

Total Invested in Qualified Capital Improvements: \_\_\_\_\_

Total Grant Dollars Requested: \_\_\_\_\_

***\*See Benefits, Regulations, and Rules for grant funding information.***

**Please Attach the Following:**

\*Use this checklist to ensure you are submitting the proper paperwork to apply.

**Please note: Incomplete grant applications will not be considered.**

- Bids for construction of proposed build-out improvements, scope of work and estimated timetable
  
- Letter of intent or lease agreement from tenant
  - a. Must show a minimum 3-year lease with attached business plan
  - b. Must show amortization schedule to clarify cost breakdown of owner vs. tenant investment
  
- Name project team members (architect, general contractor, sub-contractors)

This grant program reimburses the party paying for the upfront construction costs.

Please confirm check recipient information for awarded grant distribution:

Make check out to: \_\_\_\_\_

Mail check to: \_\_\_\_\_

**By signing this document, I acknowledge that any improvements funded in part by the Downtown Bettendorf Organization must remain with the property permanently.**

\_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant \_\_\_\_\_  
Date

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*For DBO Use:*

Application Received: \_\_\_\_\_ Committee Reviewed: \_\_\_\_\_  
Project Completion/Proof of Payment submitted: \_\_\_\_\_ Payment Processed: \_\_\_\_\_