



## **Attention Downtown Batesville Building and Business Owners!!!**

Batesville Main Street has announced and opened a second round of the Re-Envision Grant for 2025 in the Main Street District. Batesville Main Street in cooperation with the Batesville Economic Development Commission, is offering a Small Business Interior Improvement Grant opportunity, **The Batesville Main Street Re-Envision Grant**. The purpose of the grant program is to provide funding for permanent interior renovations or improvements that will help start, improve or expand a retail, restaurant or specialty shop within the Main Street District.

This opportunity is being administered by Batesville Main Street to help enhance the customer experience within your business or create a space for new retail, restaurant or specialty shop in an underutilized space. We are offering this grant to the Main Street District.

For more information, please contact Amy Pretzer, Executive Director, Batesville Main Street at 407-625-7911 [amypretzer1@gmail.com](mailto:amypretzer1@gmail.com) or [batesvilleinmainstreet@gmail.com](mailto:batesvilleinmainstreet@gmail.com). Main Street is here to help you get started and explore opportunities to help you gain more income and help build a stronger downtown experience.

Enclosed are the grant guidelines and application. Please feel free to call or email with any question you may have. We want to make this opportunity easy and seamless for you.

*Let's Work Together and Make an Impact!*

Sincerely,

Batesville Main Street



## BATESVILLE MAIN STREET RE-ENVISION GRANT GUIDELINES

**Goal:** To enhance the economic vitality of the downtown business district through an incentive program focused on the improvement of the customer experience within retail, restaurant, and specialty shops that provide an experience unique to downtown Batesville while creating an atmosphere that promotes shopping, dining and expands current market offerings, and enhances current downtown businesses.

As part of the program, businesses in the Main Street District must be willing to enhance their customer experience through permanent interior improvements or activate an underutilized space to encourage additional retail, restaurant or specialty businesses through permanent improvements to the interior of their locations. This grant also aims to enhance a customer's experience through aesthetic improvements to retail, restaurant and specialty shops. Service oriented businesses will not be eligible to apply for grant funds unless the service business is a property owner who applies for funding in order create additional space for retail, restaurant or specialty shops.

Eligible businesses must be located within the Main Street District as shown on the attached map.

You may only be awarded funds from this grant every 2 years.

Previously completed projects are not eligible for funding.

**Eligibility:** Business Owners or Building Owners located in the Main Street District, as defined above, may submit an application. Applicants must own their building or have written permission from the building owner to make permanent improvement to their space. The space must be a retail, restaurant, specialty shop or a service business with the intent to lease to a retail, restaurant or specialty shop. All improvements must be interior (doors and windows are considered exterior) Funds can not be awarded in sequence years. You are only eligible to receive funds through this grant every 2 years.

**Application Information:** Applications will be required by August 8, 2025. Submission of an application does not guarantee that a project will be funded. All applications will require the submission of at least one quote for consideration. All quotes must be submitted on business letterhead. Applications are to be dropped off at the Batesville Main Street Office at the Batesville Memorial Building, 132 S. Main St. Or emailed to [BatesvilleINMainstreet@gmail.com](mailto:BatesvilleINMainstreet@gmail.com) Applications will be reviewed and awarded by a committee of Main Street Board Members and Committee Members and will be scored based upon a number of factors including, but not limited to, the transformative nature of the project and the total benefit of the project to Batesville's Main Street District. The grant recipients will be notified on or before August 18, 2025. Once all available grant money has been expended an announcement will be made to the public advising of the full expenditure of funds.

**Maximum Amount of Grant:** There is no minimum or maximum for funds requested in application for the grant program providing all eligibility and match requirements are met and grant funding is available. However, the total funds available for distribution under the program is \$15,000.

**Owner Investment:** For every \$1 of grant funding, the grant recipient must provide a match of \$1. Based on this formula projects of \$20,000 would require a \$10,000 investment from the owner in order to receive \$10,000 in grant funding. Labor / tasks performed by the applicant on the project may not be counted as in-kind matching funds.

**Permitted Grant Expenditures:** The following are eligible for funding: Purchase of permanent equipment, interior physical improvements to accommodate new business growth, or enhance the physical property for the improvement of the customer's experience. Appropriate professional services and labor are also eligible expenses. No inventory or marketing material funds will be granted.

**Appropriate Permits:** Applicants must obtain all permits at the City of Batesville Office and ensure that any necessary compliance issues are addressed. Failure to comply with permitting requirements will result in the withholding of grant funds and termination of any grant award.

**Premise Visit:** As part of the committee's review of applications submitted for the grant program the grant committee may request an appointment to visit the subject's property/space for which funds are requested.

**Project Timelines:** Approved projects must be completed by December 31, 2025. Or a written request for extension must be submitted by December 31, 2025

**Distribution of Grant Funds:** Grant funds will be distributed as a reimbursement only after the recipient has expended their portion as per the signed grant agreement and the project has been completed. Batesville Main Street has the sole discretion to determine the project complete. The recipient may be reimbursed for eligible costs, fees and expenses only upon presentation of paid invoices and proof of payment (such as a canceled check, valid receipt). Batesville Main Street reserves the right to review a project prior to distributing grant funds.

**Promotion of Grant Award:** Batesville Main Street has the right to promote the award of grant funds via media written or otherwise. Batesville Main Street has the right to display a promotional sign during construction.

***When applying for this grant please remember to read the attached Program Guidelines before completing the application. Incomplete applications will not be considered. \*Download PDF to fill out application online or print***

## **BATESVILLE MAIN STREET RE-ENVISION GRANT APPLICATION**

Building/Business Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Please describe the scope of work to be performed by the grant funds and how it will benefit the Main Street District or Customer Experience. Keeping in mind the impact on revenue, experience of the customer and the transformational impact of the project (attach additional page if necessary):

### **Project Costs:**

Design Fees \$ \_\_\_\_\_

Material Fees \$ \_\_\_\_\_

Permit Fees \$ \_\_\_\_\_

Other costs \$ \_\_\_\_\_

### **Project Financing:**

Bank Loan \$ \_\_\_\_\_

Private Loan \$ \_\_\_\_\_

Cash \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL PROJECT COST \$ \_\_\_\_\_

TOTAL FINANCING \$ \_\_\_\_\_

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

Have you attached the bid for each expense item? ☐ Yes ☐ No

If your request includes funding of physical improvements or equipment, have you attached appropriate photographs, drawings or descriptions to adequately describe them? ☐ Yes ☐ No

If applying for a project that requires plans, or professional design, are those documents attached? ☐ Yes ☐ No

Have all appropriate permits from the City of Batesville been obtained? ☐ Yes ☐ No

Are copies of those attached? ☐ Yes ☐ No

If you are not awarded the full amount of your request under this application, are you still able to complete the project? ☐ Yes ☐ No

**If yes**, what is the minimum amount you could be awarded under the grant program and still complete the project as described? \_\_\_\_\_

**If no**, could the project be scaled or modified for a lower amount of funding. ☐ Yes ☐ No

If creating a new space, do you have a tenant for the complete space? ☐ Yes ☐ No ☐ N/A

Do you believe this project will increase your foot traffic? ☐ Yes ☐ No

**If yes**, How? \_\_\_\_\_

**ACKNOWLEDGMENT** (please initial each statement and sign):

- ☐ All statements provided in the application are true and any misrepresentation will void any subsequent Grant Agreement and/or funding and all disbursed funds shall be immediately returned.
- ☐ I understand that the Re-Envision Grant must be used for the project described in this application.
- ☐ I understand that a Grant Agreement must be signed before entering into any contracts, purchasing any materials, or performing any work included in the project unless approved by Batesville Main Street.
- ☐ Work initiated prior to the execution of the Grant Agreement is not eligible. I understand that failure to comply with the Grant Agreement may result in loss of eligibility to receive funds.
- ☐ I acknowledge that Batesville Main Street is obligated only to administer the grant and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature arising out of or otherwise related to the project, project completion, application or other action undertaken by the applicant and/or owner.
- ☐ I understand that all required permits are the responsibility of the owner/applicant.
- ☐ I acknowledge that proof of payment for eligible project costs includes a detailed invoice from the company/contractor of the charges and a copy (front & back) of a canceled check in payment of the same amount. Reimbursement will occur only after the project completion or approved phase completion and all above payment information is submitted.

- ☐ I understand that if the building is sold within 1 year of receiving funds the applicant shall disclose the obligations and terms of this grant program to any buyer/purchaser of the building. Further, any contract for the sale of the building shall include a term requiring the space to remain a retail, restaurant or specialty store for that 1-year period and negotiated with the sale. If within 1-year the location no longer exists as a retail, restaurant or specialty shop location the grant recipient must return all awarded grant funds.
- ☐ I understand that Main Street has the right to display a promotional sign during construction and promote the project
- ☐ Any unapproved changes to project plans as stated in the approved project description may void the grant and result in non-payment of funds or a portion of the funds. If changes to the scope of work are necessary, it is the responsibility of the Grant Recipient to immediately contact Batesville Main Street Executive Director for additional project review and approval before continuing the project. Regardless of approved changes, funding awards cannot be increased after the Grant Agreement is signed.

I certify that I am able to provide the required matching funds for the project as outlined in this application.

_____	_____	_____
Signature of Applicant	Printed Name	Date

_____	_____	_____
Signature of Business/Building Owner	Printed Name	Date

**Return application to:**  
Amy Pretzer, Executive Director  
Batesville Main Street  
132 South Main Street  
Batesville, IN 47006

