



## Hoisington Main Street, Inc. Minimum Maintenance Initiative Program Guidelines

1. The maximum allowable grant dispersal is \$1,000 per building. **Projects of all sizes are encouraged to apply, with the understanding that HMSI will not disperse more than \$1,000 per building/project.** A match of private investment dollars is required, in the ratio of \$5 private to \$1 public (For every \$100 spent, you receive \$17). Labor may be included as part of the match, provided the labor is actual and not in-kind.
2. Applications and project budgets must be submitted to the HMSI Board of Directors, via the Design Committee, for approval before work is begun. The Board of Directors reserves the right to determine eligibility of renovations, deemed part of the total project, that are completed before an application is submitted for approval.
3. All projects must meet Design Committee guidelines. Please submit a project proposal to the Design Committee before applying for MMIP funds so that HMSI can assist you with your planning, and increase your chances of successful project completion.
4. Eligible improvements must fall within one of the following areas: a) Historic Preservation, b) Required Maintenance, c) Façade/Exterior Improvement (with the intent to preserve and maintain). Projects undertaken to meet minimum maintenance ordinance requirements will receive the highest priority.
5. Improvements are to be visible to the customers of the business, where applicable, and to the residents of the community.
6. Purchases of materials and the contracting of labor should, whenever possible, be made within the community.
7. A copy of the receipts for all eligible project expenses must be submitted to the HMSI Director to obtain grant fund dispersal. Dispersal will occur at the completion of the project. Grant funds allocated will be based upon the approved budget.
8. Work must be completed within 120 days of the project's approval by the HMSI Board of Directors. Projects which remain incomplete at the end of this period will be subject to review by the Design Committee, after which the Board of Directors may revoke the award and reallocate the funds to subsequent applicants.
9. Projects which have been approved for Kansas Main Street IWW funds and/or HMSI Local Revolving Loan funds are pre-approved for the MMIP.

**HOISINGTON MAIN STREET, INC.  
MINIMUM MAINTENANCE INCENTIVE PROGRAM APPLICATION**

Business or Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

Owner/s of Business \_\_\_\_\_

Phone \_\_\_\_\_

Owner/s of Building (if different than above)  
\_\_\_\_\_

Phone \_\_\_\_\_

Proposed work to be done (attach detailed budget sheet)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected date for Project to Begin \_\_\_\_\_

Projected Completion Date \_\_\_\_\_ (must be completed within 120 days of approval)

Dollar amount of Project \_\_\_\_\_

Amount Requested \_\_\_\_\_

Date: \_\_\_\_\_

Signature/s \_\_\_\_\_  
\_\_\_\_\_

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**OFFICE USE ONLY**

Date of HMSI Board Application Review \_\_\_\_\_

Board Decision: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_

**NOTE: Return application to Hoisington Main Street, Inc. Executive Director at 108 E. First Street, Ste. 110, or to a Design Committee Member.**

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