



## MAIN STREET WEST MEMPHIS BUILDING IMPROVEMENT GRANT

### PREREQUISITES

1. Businesses must be located on Broadway Street between Rhodes Street and 14th Street.
2. Business, business owner, or property owner/business must be a current Main Street West Memphis (MSWM) member. Memberships start at \$100/year.

### HOW TO APPLY

Turn in...

1. Completed Grant Application
2. Invoice with Quote (not estimate). Note: All quotes for labor must be submitted on letterhead from a company that is certified and bonded.
3. "Before Pictures" taken by the Main Street West Memphis executive director

Once the above documents are on file with MSWM, Main Street Arkansas and the MSWM Board of Directors will meet to approve, disapprove, or suggest changes to the project.

If approved, you will receive a **Letter to Proceed** from the MSWM executive director, and work can begin on your project. (*Any work done before receiving the letter will not qualify for reimbursement.*)

If disapproved, you will receive a call from the MSWM executive director with advice on how to best alter the proposal for resubmission.

### REIMBURSEMENT

Turn in...

1. Paid invoices/receipts (No cash payments to vendors. Cashier's check/money orders OK)
  - a. Copies of checks or credit card statements showing all payment(s)
2. "After Pictures" taken by the Main Street West Memphis executive director

The grant is a 50/50 matching award, meaning grantees can receive reimbursement for half of the project(s) cost up to \$5,000. For example,

- Project X costs \$7,000. You pay \$7,000, and MSWM reimburses \$3,500 (half) after project is finished.
- Project Z costs \$15,000. You pay \$15,000 and MSWM reimburses \$5,000 (max) after project is finished.

### QUALIFYING PROJECTS

**Exterior:** Windows, Doors, Lighting, Roof, Awnings, Paint (only if already painted), Other

**Interior:** Floors, Plumbing, Electrical, Paint, Ceiling, Lighting, Dry Wall, Other

Questions?

Contact Main Street Executive Director Raymond Whiteside at [rwhiteside@westmemphisar.gov](mailto:rwhiteside@westmemphisar.gov) or (870) 735-8814.



## Frequently Asked Questions

Q: If I own/lease multiple properties within the district, can I apply for multiple grants at the same time?  
A: Yes, but depending on funding availability and time of year in the grant cycle, multiple grants may not be accepted, and/or applicants may be asked to prioritize. The limit is \$5,000 per property.

Q: Can I apply for two grants on one property at the same time?  
A: Yes, if there are multiple projects going on, if it helps with accounting/paperwork, and as long as the sum of the grants for the one property is not over our \$5,000 reimbursement limit. The limit is \$5,000 per property.

Q: May I apply more than once during a grant cycle?  
A: Yes, but other business and property owners may be given priority if they are in the process of applying and have yet to receive grant assistance during the current cycle.

Q: When is the grant cycle?  
A: July 1 – June 30 of each year (fiscal). Most of our funding is dependent on the Arkansas Legislature.

Questions?

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