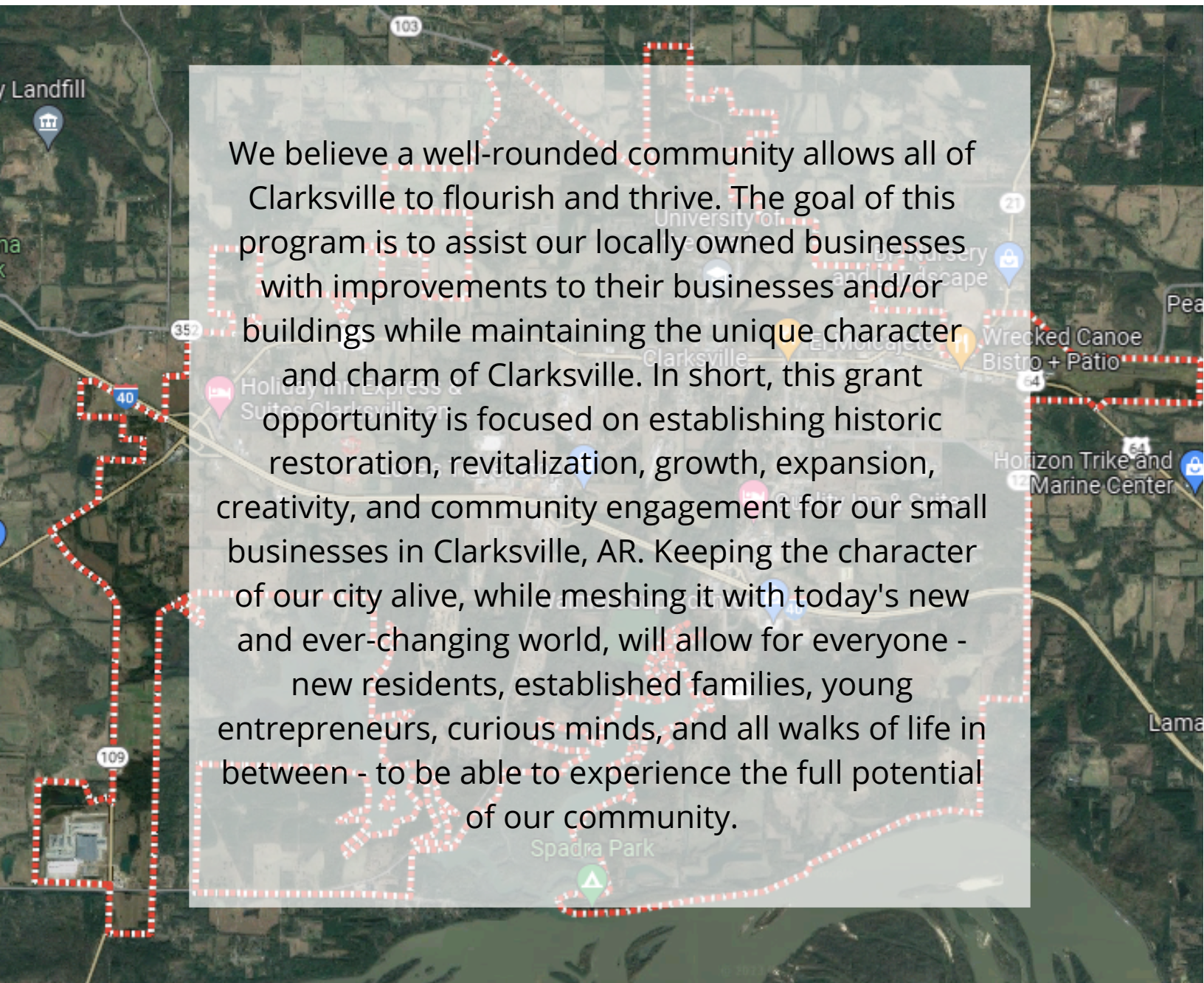


CLARKSVILLE ARKANSAS SMALL BUSINESS GRANT PROGRAM *(2025 CYCLE)*



We believe a well-rounded community allows all of Clarksville to flourish and thrive. The goal of this program is to assist our locally owned businesses with improvements to their businesses and/or buildings while maintaining the unique character and charm of Clarksville. In short, this grant opportunity is focused on establishing historic restoration, revitalization, growth, expansion, creativity, and community engagement for our small businesses in Clarksville, AR. Keeping the character of our city alive, while meshing it with today's new and ever-changing world, will allow for everyone - new residents, established families, young entrepreneurs, curious minds, and all walks of life in between - to be able to experience the full potential of our community.

A PARTNERSHIP WITH THE CLARKSVILLE-JOHNSON COUNTY CHAMBER OF COMMERCE, CITY OF CLARKSVILLE, AND THE CLARKSVILLE REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION (C.R.E.D.O.)

CLARKSVILLE ARKANSAS SMALL BUSINESS GRANT PROGRAM (2025 CYCLE)

Overview, Guidelines, and Information:

The Clarksville, AR Facade Improvement Grant Program provides reimbursement after completion to businesses and property owners for the completion of facade improvements or new development on buildings/ property located in Clarksville, Arkansas. This document contains information about the grant process, amounts, eligibility, evaluation criteria, and other guidelines.

Please contact the Chamber Downtown Director with any questions.

Email: downtown@growjoco.com Phone: (479) 754-2340

Application Deadline:
April 1, 2025 4:30 PM

Please return applications to the Clarksville-Johnson County Chamber of Commerce

Disclaimer: \$50,000 is available. The max amount eligible for one application is \$25,000. There is no minimum requirement.

Eligible Applicants:

Any building owner or tenant (with written approval from owner) of a commercial (*small business), or **residential building located within the C1, C2, or C3 zoned districts of Clarksville, AR are eligible to apply. The eligible footprint is defined by the City Zoning Map. An interactive map is available on the City of Clarksville's website or at the link below. All qualifying, commercial use buildings within these boundaries are eligible to apply for this grant program. The structure does not have to be historic to Clarksville, however, applicants must strive to keep the historical integrity of the structure or space as it is applicable.

(See reference photo below for boundaries of Clarksville)

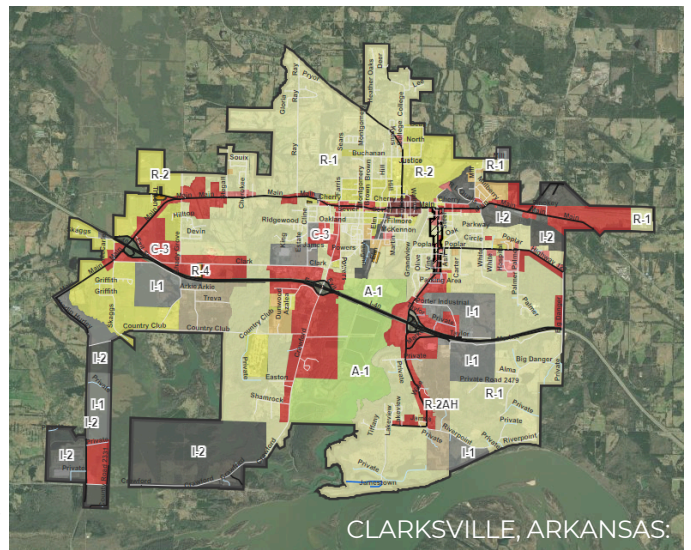
All portions of application(s) must be completed in full to be considered.

**The Small Business Administration (SBA) defines a small business as one that is independently owned and operated, is organized for profit, and is not dominant in its field. The SBA also considers the size of the business in terms of its number of employees and/or its annual receipts. The answer varies by industry, but a small business is one that has fewer than 1,500 employees and a maximum of \$38.5 million in average annual receipts, according to the SBA.*

***Residential updates can include those that improve the facade and exterior of the structure of residential buildings used for/zoned as commercial purposes properties.*

Interactive map can be found at the link below:

<https://garver.maps.arcgis.com/apps/webappviewer/index.html?id=1d2626f5b70d4d20b2a8d3565bbd912f>



Approved Activity:

PAINTING

Using historical collection paint guide is required - this guide is on hand at the Clarksville-Johnson County Chamber of Commerce. Painting will not be approved on historic brick that has not been previously painted.

AWNINGS appropriate to the historic building style - we can help with this!

REMOVAL OF FACADE MATERIALS

Removal of vinyl or aluminum siding, or other materials that has altered the original historic scheme of the structure.

BRICK / STONE REPAIR by qualified professional.

Please keep in mind that historic brick CANNOT be cleaned and repaired with certain chemicals and materials. Please consult the Clarksville-Johnson County Chamber of Commerce and we can get you in touch with a specialist to evaluate your brick.

WINDOWS & DOORS consistent with historic character - we can help with this!

Please contact the Chamber of Commerce for questions on design; we can get a specialist to evaluate your building and recommend historically accurate design/materials.

MURALS

Mural mock renderings must be submitted to the grant committee with applications with as much detail as possible, including colors, design, dimensions, location on structure, types of materials used, and name of artist (if you have an artist). The Chamber of Commerce has a few experienced muralists' contact information if needed. (same regulations for historic brick)

BUILDING SIGNAGE - See C2 & C3 city code for guidelines.

Signage code can be found at: www.clarksvillear.gov/planning-zoning or contact Cody Graham at City Hall: 479.754.6486

OUTDOOR COMMUNITY SPACES

ENTRANCES & ENTRYWAYS

Visible back and side entrances, streetscapes, and entryways will be considered.

NEW CONSTRUCTION & ADDITIONS

New construction or additions will be considered. Guidelines of historic design and color scheme must be followed if applicable.

PROFESSIONAL SERVICES

These services can include engineering costs, architectural expenses, and property survey costs by licensed professionals.

ADA COMPLIANCE & INCLUSIVITY

Point System:

Points will be determined on a scale of 1-5, with a 1 being the least and 5 being the most. Determination of award will be defined by a point system based off the following:

Application was submitted by deadline without deficiencies:

YES	5
NO	0

Applicant has received a city grant in the past:

YES	0
NO	5

Applicant has described project need that is unique to thier building, business, or economic contribution:

YES	5
NO	0

Proposed project will positively affect the surrounding buildings and businesses:

YES	5
NO	0

Applicant has provided a plan that identifies ADA associated improvements:

YES	5
NO	0

Applicant provided price quotes from vendors and/or contractors for all elements of the proposed project:

YES	5
NO	0

Applicant has described how the proposed project will impact the community and economic vitality of Clarksville.

YES	5
NO	0

Funding Range:

The program provides up to \$25,000 in 50% matching grants, available as a reimbursement, upon the completion of the approved project. Two grants in the amount of up to \$25,000 each is available for application. *Example: Project Cost = \$50,000 | Award Amount = \$25,000.*

Applications are due by April 1, 2025 by 4:30PM to the Clarksville-Johnson County Chamber of Commerce.

The \$25,000 amounts may be broken up based on need and applications; meaning, if several applications are for less than the max amount, smaller grants may be awarded. This again will be dependent upon applications and project needs. **You do not have to apply for the full \$25,000.**

Funds and services provided by The City of Clarksville, Clarksville Regional Economic Development Organization, Main Street Clarksville, & the Clarksville Johnson-County Chamber of Commerce

Budget:

- Reimbursable Grant - 50% reimbursement of approved project up to, but not exceeding, the awarded amount
 - Approved project must be completed in full within the designated time frame to receive funding.
 - Proper documentation must be submitted in all reports.
 - Grant can be used for administrative costs for approved projects specified in the application. These services can include engineering costs, architectural expenses, and property survey costs. Detailed documentation must be provided.
- ** Quotes, for specified project(s), that required upfront payment, dated between 02/12/2025 - 04/01/2025, are eligible for reimbursement upon being awarded the grant ****
- Any project costs accumulated prior to April 1, 2025, will not be eligible for reimbursement.

Protecting the Investment:

CLAWBACKS

This is not funding intended to aid in “flipping” a real property. To prevent the property owner from selling the property and profiting from the grant-funded improvements, a lean will be placed in the property so that the owner must repay the program if they sell the property within 5 years. This repayment will be expected in full within 30 days of closing and will be reimbursed to the two funding entities. A portion of the owner's obligation is forgiven each year they retain the property:

0-12 Months = 100% repayment
After 1 year = 80% repayment
After 2 years = 60% repayment
After 3 years = 40% repayment
After 4 years = 20% repayment
After 5+ years = 0% repayment

Violation of clawbacks will prevent any future funding

Required Forms for Application:

- All questions on application completed in full.
- Quotes from contractors, vendors, & etc. for proposed work, materials, & etc.
- Proper and accurate, full description of project (*SOW) and impact to the character/historical value of downtown, economic vitality, and occupying business.
- Drawings, renderings, site plans, etc. as they apply to the project.
- If the application is approved with conditions, the SOW must reflect those conditions/changes. The final SOW will be attached to and made part of the application and recipient agreement letter.
- Additional documentation upon request.

(Required documentation/updates from recipients will be specified in the Recipient Agreement Letter which will be signed by recipients upon announcement of awarded amount.)

Grant Program Coordinator may schedule a site visit to ensure the progress of and for documentation purposes of the approved project.

Timeline:

APPLICATION

Apply by completing this packet in full and returning it to the Clarksville-Johnson County Chamber of Commerce at 101 N. Johnson Street in Clarksville, AR 728330.

DEADLINE

Applications must be completed in full and turned in by April 1, 2025 by 4:30PM. *Please plan ahead and ask any questions that you may have prior to the deadline.*

RECIPIENTS ANNOUNCED

Recipients who have been chosen will be personally contacted via email on April 14, 2025, and will be publicly acknowledged at the City Council Meeting that evening. We encourage all recipients to be present for a photo to be put in the Graphic.

EXPECTED PROJECT TIMELINE

The project completion must conclude within 6 months of award announcement. A 30-day extension is possible with *pre-approval* from the grant committee. Appeal for a 30-day extension will only be considered with proper documentation. Any project costs accumulated prior to April 14, 2025 or after October 31, 2025 without pre-approval will not be reimbursed.

Progress Reports:

Recipients must submit bimonthly reports to the Clarksville-Johnson County Chamber of Commerce, reflecting photos, project progress, financial commitments, receipts, invoices, renderings, timeline, and any additional information that pertains to the progress/delayed progress of the granted project(s).

First Report Due: June 10, 2025

Second Report Due: August 12, 2025

Final Report Due: October 31, 2025

(or upon completion of project if completed before)

30 Day Extension Letter Due: October 14, 2025

30 Extension *Approved* Projects Report Due: December 1, 2025

30 Day Extension:

If you are wanting to request a 30-day extension, you **MUST** do so via letter by October 14, 2025.

The letter must address the following to be considered:

- Causes for delay (supply issues, labor delays, complications, etc.)
- Specify which parts of the project are completed and yet to be completed
- Supporting documentation (photos, invoices, etc.)

*SOW- The narrative description of a project(s) to be completed. It defines project-specific activities, deliverables, and timelines for vendors providing services to the client.

Deviation from SOW will result in loss of project funding

Notification & Next Steps:

After review is completed by the reviewing body, applicants will be notified via email of the committee's decision by April 14, 2025. At this time, we will issue Recipient Agreement Letters. The awarded applicant must sign and return the recipient agreement letter within 7 business days of being notified to receive any grant funds. Once the *signed* recipient agreement letter is received by the Chamber of Commerce, the applicant is officially under contract for the 2025 grant cycle. Any unapproved project costs accumulated prior to April 1, 2025 *WILL NOT* be reimbursed. A public announcement of our awardees will occur during the Clarksville City Council meeting on April 14. We will take this time to also take a photo of the recipients for The Graphic.

WE ENCOURAGE ALL RECIPIENTS TO ATTEND!!

PROJECT CHANGES

Any changes made to the final SOW after application is approved, must be reviewed and approved in writing by the committee (ex. changes to paint or awning color, design, material choices, design changes, etc.).

ANY changes to the final SOW not approved in advance and in writing by the reviewing body will NOT BE REFUNDED.

IMPROVEMENTS MUST COMPLY WITH ALL CITY LAWS, INCLUDING, BUT NOT LIMITED TO, BUILDING CODE, SIGN REGULATIONS, AND ZONING ORDINANCES. THE CITY OF CLARKSVILLE, AR MAY REQUIRE ADDITIONAL FORMS FOR BUILDING AND IMPROVEMENTS. PLEASE CHECK WITH CITY HALL TO ENSURE ALL DOCUMENTATION IS COMPLETED AND CORRECT. NOT COMPLYING EILL ALL CITY CODE AND REGULATIONS FOR THE C1 DOWNTOWN DISTRICT COULD RESULT IN TERMINATION OF GRANT AWARD.

CLARKSVILLE CITY HALL
205 WALNUT STREET CLARKSVILLE, AR 72830
(479)754-6486

CLARKSVILLE, AR SMALL BUSINESS GRANT PROGRAM

APPLICATION FOR PROJECT REVIEW

Submit completed application and supporting materials to:
The Clarksville – Johnson County Chamber of Commerce
101 North Johnson St. Clarksville, AR 72830
Email: downtown@growjoco.com
Phone: 479-754-2340

*Failure to submit a complete application and required supporting materials
may result in rejection of application, or denial by reviewing body*

OCCUPYING BUSINESS NAME:

PROJECT ADDRESS/LOCATION:

PROJECT TYPE:

Exterior Remodel Addition New Construction

Facade Restoration Awning/Sign Painting Other

PROVIDE ESTIMATE OF PROJECT COST:\$ _____

BRIEF DESCRIPTION OF PROJECT: _____

ANTICIPATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

**** Photos of the location and area of proposed project REQUIRED****

PROPERTY OWNER INFORMATION

OWNER NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

APPLICANT INFORMATION

(if different from property owner)

APPLICANT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

APPLICANT PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

PRIMARY POINT OF CONTACT

NAME:

(if same as applicant, please specify)

EMAIL:

PHONE NUMBER:

CONNECTION TO BUILDING/BUSINESS:

REVIEWING BODY COMPLETES THIS SECTION:

DATE RECEIVED: _____ DATE REVIEWED: _____ ACTION: _____

PROJECT PROPERTY IS: (CHECK ALL THAT APPLY)

In Historical District _____ Historically Contributing _____ A Designated Landmark _____

ANY ADDITIONAL ACTION REQUIRED:

(This document is not a substitute for a building or sign permit approval)

In as much concise detail as possible, please complete the following sections.

If you wish, please include additional documents and attachments for supporting documentation. Please label all attached documents accordingly.

SCOPE OF WORK:

This is the information we will associate with the project for any advertisement purposes.

FIRST AND LAST NAME: _____

PROJECT NAME: _____

PROJECT LOCATION: _____

PROJECT SUMMARY

This section should include the “what” and “why” including, but not limited to project(s) descriptions and expected outcomes.

PROJECT SITE PREPARATION & NEEDS

This section should include any pre-project preparation needed including, but not limited to, things such as: inspections, debris removal, cleaning, and other precautionary measures:

PROJECT ORDER:

Describe the organization of the project. This should include a timeline of the project planning, construction, and completion.

MATERIALS and DESIGN:

Please include all materials you expect to use, especially if your project involves significant design elements or historical structures. For example: anticipated awning color and style, paint colors, etc. Sketches, renderings, and historical photographs can be used as support for this section.

POST CONSTRUCTION PLANS

Identify the purpose of the space, your goal for the revitalization, and what new ideas you have for the area. Is it to create a community space? Spruce up your entryway to be more eye-catching and inviting? Is it to repair the structure to allow for new business and/or expansion? This section is your opportunity to express your dreams and ideas about the project space:

PROPERTY OWNER CONTRACT

I, _____, hereby designate that I am the owner of the property located at _____ within the C1, C2, or C3 district of Clarksville, AR. By signing this document, I am stating that there are no deed restrictions on this property. I also agree to having reviewed all terms, conditions, and project summaries specified within this application, including, but not limited to the following: clawback sections for selling the building, proposed project SOW and description, and verification that the individual submitting this application has my permission to complete all projects listed herein.

I hereby release The City of Clarksville, Clarksville-Johnson County Chamber of Commerce, Clarksville Regional Economic Development Organization (C.R.E.D.O.), and their affiliates from all liability or responsibility for including, but not limited to, damages to property, any bodily injury including death and dismemberment sustained during or as a result of the project specified in this application, failure to complete the proposed project resulting in denial of refund, and all activities specified or not specified in this application.

Print Name: _____

SIGNATURE: _____ DATE: _____

**** REQUIRED ****

Please attach supporting documentation/proof of ownership. This could include, but is not limited to, a copy of property survey, property tax records, deed, etc. Failure to do so will result in automatic disqualification of application.