

2025

CAPITAL IMPROVEMENT

GRANT PROGRAM



A MAIN STREET ORGANIZATION

stevensonmainstreet.org

2025 Capital Improvement Grant Information Packet

INTRODUCTION

The Capital Improvement Grant Program encourages business expansion, retention, and beautification by providing resources to downtown merchants and property owners to invest in capital improvements. The program is administered by the Stevenson Downtown Association, a local non-profit Main Street organization, whose mission is to promote and revitalize Downtown Stevenson and enrich our local heritage.

PURPOSE

To provide downtown Stevenson business and/or property owners with financial assistance for:

- Permanent equipment, machinery, and raw materials
- Physical improvements to the business space or building
- Long-term investment that enhances the value, functionality, or lifespan of property, building, or infrastructure.

GRANT AMOUNT & REIMBURSEMENT

The Stevenson Downtown Association may award up to \$10,000 in funding, contingent upon the business providing an equal match of approved project costs. The applicant will be responsible for any remaining costs of the project.

As a reimbursement grant, the Stevenson Downtown Association will reimburse monies for the Capital Improvement project in full within 30 days of receiving the grant report form. The grant report should be submitted upon project completion, including photos, expenses, project receipts, and proof of required inspection approval from applicable city, county, state, and federal agencies.

ELIGIBILITY

- Business or property must be physically located within Downtown Stevenson, which includes the waterfront.
- Applicant must be in good financial standing with the city.
- All work must comply with city codes and ordinances.
- Preference will be given to businesses that have not previously received a Capital Improvement Grant.

GRANT USE

Here are examples of acceptable and unacceptable projects:

Acceptable Projects	Unacceptable Projects
Exterior building remodeling and improvements	Funds intended for debt financing, accounts payable, or payroll
Structural improvements	Inventory
HVAC repairs or improvements	Events
Equipment acquisition associated with permanent improvement efforts	Advertising
Plumbing repairs or improvements	Parking lot resurfacing
Infrastructure improvements	Impermanent decor, furnishings, and equipment
Masonry	
Fire suppression/sprinkler systems	

REQUIREMENTS

- Facade projects must improve the appearance of downtown. Projects should enhance facades and complement the historic character of downtown.
- Written approval from the property owner.
- Copies of city permits (if required).
- Proof of inspection approvals upon completion of the project (if required).
- Projects must comply with city code.
- Approved projects must be completed and grant report submitted to the Stevenson Downtown Association before November 30, 2025, unless mutual arrangement is made with the downtown association.
- Any approved projects, photos, and business stories can be used on marketing channels managed or paid for by the Stevenson Downtown Association, including web, email, social platforms, and print, and/or submitted to state or national Main Street entities.

PROCESS

1. Submit grant application via email to grants@stevensonmainstreet.org, in person at our office at 167 2nd Street (shared with Chamber), or by mail to Stevenson Downtown Association, PO Box 1037, Stevenson WA 98648.
2. The Stevenson Downtown Association Economic Vitality Committee will review applications from July 1st to September 1st and will approve or deny them no later than September 30th.
3. If denied, a letter will be sent with an explanation.
4. If selected, the applicant will be notified by email or phone.
5. Deviation from an approved plan may disqualify the applicant from the grant program. Changes must be approved by the downtown association in order for funding.
6. Projects in this grant cycle must be completed and grant reimbursement report submitted in full by November 30, 2025.
7. Once you've submitted your reimbursement report, the SDA committee will schedule a collaborative walkthrough to review the completed project together.
8. One payment, in full, shall be paid to grantee within 30 days of downtown association receiving a grant report with approved receipts and proof of inspection approvals.

**Stevenson Downtown Association has final approval on any and all grant-funded components of the project. The downtown association has the right to reject any project and reserves the right to postpone, end, or extend the project timeline at any time.*



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**Capital Improvement Grant Program
2025 Application**

Please provide as much detail as possible

1. Name of Applicant: _____
2. Business Name: _____
3. Mailing Address: _____
4. Physical Address: _____
5. Phone Number: _____
6. E-mail: _____
7. Amount of funding requested (not to exceed \$10,000): _____
8. Does the applicant own the building? YES _____ NO _____

If NO, has the applicant received written approval from the building owner?

YES _____ **Please attach signed approval from the property owner.*

NO _____ (We will not be able to approve Capital Grants projects without approval.)

9. Please describe the project for which you are seeking grant funding and explain your current challenge and potential opportunity, and how this grant will help:

10. Please explain how the project will enhance your business (or property) AND our downtown community:

11. What is the proposed project implementation timeline?: _____

12. Estimated project cost (attach estimates): _____

13. Provide an attached cost breakdown by major categories such as construction, interior design, painting, lighting, repair, carpentry, etc.

14. Grants will be awarded for amounts up to \$10,000, and you are required to match the granted amount. However, if your project exceeds \$20,000, or if you don't receive full funding from the Stevenson Downtown Association for total project costs, are you able to cover the additional expenses?

YES ____ NO ____

15. Have you received a grant from SDA in the past?: YES ____ NO ____
If yes, when did you receive it and what was it for?

16. An onsite interview may be required to award this grant, are you open to this?:
YES ____ NO ____

I certify that the above information is correct to the best of my knowledge and that the requested grant funds will be used only for purposes described in this application. I understand it is my responsibility to obtain all necessary permits and to make sure my project meets all state and local laws and codes. I certify that I will not change the proposed project description if awarded a grant, unless there is written approval from the Stevenson Downtown Association.

Name: _____ Signature: _____ Date: _____



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Capital Improvement Grant Program Application Checklist

Thank you for your interest in the Stevenson Downtown Association's Capital Improvement Grant Program.

Please submit a **complete** application packet by email, in person, or by mail (contact info on page 4 of this packet) with the following items:

- ☐ Application form
- ☐ Estimated project cost breakdown
- ☐ Estimated project timeline and completion date
- ☐ Current and old photos of building or site
- ☐ Building drawings or sketches illustrating proposed project
- ☐ Property owner's written approval as necessary
- ☐ Copy of city permit(s), if required