

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

Time Received: \_\_\_\_\_

### Silver Bay Neighborhood Revitalization Mini-Grant Application Policy

The City of Silver Bay (CITY) in partnership with the Lake County Housing & Redevelopment Authority (LCHRA) has developed a neighborhood revitalization mini-grant program to help make improvements to the exterior of properties within the city limits of Silver Bay to enhance curb appeal throughout the neighborhoods and show pride in business and home ownership. Residents and Businesses are eligible to apply. There is no income limit.

#### Mini-Grant Rules:

1. You must live or own the building in the city limits of Silver Bay.
2. You must own your building or have written permission from the owner allowing you to make said changes.
3. The grant is for EXTERIOR improvements only. Receipts for material reimbursement is required. Only labor performed by a licensed contractor are eligible for reimbursement.
4. By signing the application and receiving grant funds, you agree and consent that the CITY and the LCHRA can utilize your photos for grant writing, project reports, and publicity of the program without obtaining separate written permission from you.
5. By signing the application and receiving grant funds, you agree and acknowledge that the CITY and the LCHRA are not responsible or liable for any property damage or personal injuries related to or arising from any work on your improvement project.
6. The maximum grant request is \$500; no amount is too small.
7. The City of Silver Bay retains the right to deny or reject any application with or without cause.
8. Projects will not qualify if you've received grant money in past years for the same project. For example: seal coating driveways.
9. There shall be no reimbursement or payments made for repair work or improvements performed or completed prior to City action on your grant application.
10. Grant applications will be accepted beginning 8:00 a.m. on May 4, 2026 and will continue until funds are no longer available. Grants will be reviewed on a first come, first served basis.
11. Proof of Property Ownership is required (i.e. A copy of your Warranty Deed is proof of ownership. Tax documents are not considered proof of ownership).
12. Proof that Property Taxes and Utilities are current. Any property with delinquent taxes or utilities will not be approved.
13. Proof of City Permit(s) obtained (if required).
14. Proof of required inspections obtained (if required).
15. Only one application per address is allowed per year.
16. Preference will be given to applicants who have not been previously funded.
17. No new subsequent grant will be approved if a prior improvement that was reimbursed from the Neighborhood Revitalization Funds was destroyed or removed without the prior approval of the City Building Official.
18. The City can deny an application for any reason.

#### Mini-Grant application Process:

1. Submit a photo (preferably electronic, to lanaf@silverbay.com) of the disrepair you plan to improve or submit the photo along with the Neighborhood Revitalization Mini-Grant Application to the City of Silver Bay. **Hand Delivered or Mailed:** to Silver Bay City Hall, 7 Davis Drive, Silver Bay, MN 55614
2. After written notification of approval from the City Administrator, you will pay for and complete approved repairs within 21 days from the start date noted in the written notification of approval. **Reimbursement will not be made for receipts outside of the project dates provided by the City.**
3. Following completion of the approved repairs, you must submit an "after" photo (electronic preferably) of the project and all receipts for reimbursement.

I have read, understand and hereby agree to the above terms and conditions of this Silver Bay Neighborhood Revitalization Mini-Grant Application Policy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Silver Bay Neighborhood Revitalization Mini-Grant Application

Please complete the following and submit to the City of Silver Bay, City Hall, 7 Davis Drive, Silver Bay, MN 55614

**Applicant Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

**Who's performing work?** \_\_\_\_\_ Self \_\_\_\_\_ Contractor

*(Please note that only licensed contractor expense is eligible for reimbursement)*

If Contractor: Name of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

License #: \_\_\_\_\_

**I would like the mini-grant for the following improvement(s):** *Tools and insurance deductibles are **NOT** reimbursable.*

- |  |   |                                  |   |
|--|---|----------------------------------|---|
| <input type="checkbox"/> House/Garage Windows        | <input type="checkbox"/> Siding                         | <input type="checkbox"/> Roofing | <input type="checkbox"/> House/Garage Doors |
| <input type="checkbox"/> Driveway (asphalt/concrete) | <input type="checkbox"/> Sidewalks                      | <input type="checkbox"/> Fencing | <input type="checkbox"/> Rain Gutters       |
| <input type="checkbox"/> House/Garage Painting       | <input type="checkbox"/> Steps/Decks                    | <input type="checkbox"/> Sheds   | <input type="checkbox"/> Exterior Lighting  |
| <input type="checkbox"/> Soffit/Fascia               | <input type="checkbox"/> Other (please describe): _____ |                                  |   |

**Describe improvement plans (Required):** \_\_\_\_\_

*Please note reimbursement will not be made for trees/plants/flowers, landscaping, personal decorative items, tree removal, infrastructure improvements, or projects that do not show a visual improvement as determined by the City.*

Total Project Cost: \$ \_\_\_\_\_ (Include **TOTAL** investment to project)

**Amount requested for reimbursement:** \$ \_\_\_\_\_ (maximum amount is \$500)

\_\_\_\_\_ I have read and understand the attached policy, and I hereby agree to the terms and conditions set forth in the policy. I have submitted a digital "before" picture.

\_\_\_\_\_ As the Owner of the said property, I approve the applicant to have such improvements made to my property.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Office use only:**

Date of application: \_\_\_\_\_

Date of receipt of "before" photo \_\_\_\_\_

Building Official Review: \_\_\_\_\_

Date of receipt of "after" photo \_\_\_\_\_

**Date reimbursed:** \_\_\_\_\_ **Amount reimbursed:** \_\_\_\_\_ **Total Project Costs:** \_\_\_\_\_  
(Include all investment to project)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_