



Hayfield Business Improvement Grant

The Hayfield Economic Development Authority (EDA) announces the start of a grant to help local businesses repair or improve their buildings. Grants of up to \$1,500 per business are available. All businesses located in Hayfield will be eligible for the program, but funding is limited. With that in mind, business owners will want to get their applications in as soon as possible. Applications will be accepted at City Hall and are due by the close of business on Friday January 29, 2027 (at the latest). All applications will be reviewed by the EDA at the next scheduled meeting following application submission. Hayfield EDA meetings are held on the first Wednesday of each month in City Hall at 5pm.

For further information email the Hayfield Economic Development Authority at

kurt.meister@cedausa.com

Guidelines and applications can be obtained at:

Hayfield City Hall (507) 477-3535
18 West Main St.
Hayfield, MN 55940

EDA



Fund Guidelines

To encourage businesses to make improvements, the Hayfield Economic Development Authority is announcing the introduction of the Business Improvement Fund. Projects must be completed by February 26, 2028 with the review process taking place on a rolling basis until all funds have been allocated. Projects will be both considered and approved at the discretion of the Hayfield Economic Development Authority.

- 1) Program Overview: The purpose of the Fund is to assist local businesses to improve their buildings.
 - I. The **maximum amount of assistance provided** per building is **\$1,500**.
 - II. Upon completion of the project and after proper documentation is shown, the owner will be reimbursed the approved amount.
 - III. Applications will be reviewed by the Hayfield Economic Development Authority.
 - IV. All projects must be completed within twelve (12) months of the award date unless otherwise specified by the EDA. Any projects not completed and/or submitted for reimbursement within the allotted timeframe may not be eligible for reimbursement.
- 2) Eligibility:
 - I. Projects must be located within the city limits of Hayfield.
 - II. Applicants must own the property or have the written consent of the property owner.
 - III. Applicants must be current on all city loans and utility payments.
 - IV. Zoned non-residential.
 - V. Eligible projects include exterior improvements visible to the public. These may include but will not be limited to the list on a separate page. Ineligible projects are also on separate page.

3) Application Process:

- I. Applicant must submit a Fund Application with the appropriate documentation that indicated the following:
 - a. Detailed description of the entire project
 - b. Before photos
 - c. Valid cost estimates of the entire project
 - d. Email confirmation that the applicant payments are current, and the project is compliant with the permitting and ordinances
 - e. Indicate the amount of funds that will be used
 - f. For a leased property a copy of the lease agreement and written permission from the property owner
 - g. Any other documentation requested by the EDA
- II. The Economic Development Authority identifies if the project meets eligibility requirements and, if so, will present it for further review.
- III. Upon EDA review, the EDA will either approve the project or deny the request.
- IV. The Economic Development Authority reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.
- V. The Economic Development Authority will contact the applicant and relay the EDA's decision and, if approved, will arrange for the signing of the required documents.
- VI. Applicant makes approved improvements and pays all invoices related to the improvements.
- VII. Applicant submits applicable documentation of work completed in accordance with the approved plans and specifications
 - o Receipts for work completed and paid for by applicant
 - o Photos of the improvements that have been made

The Economic Development Authority will bring all final documentation to the EDA board. The EDA will approve or deny reimbursement based on the completed project, documentation, and receipts of work done.

All applications should be submitted in paper form to Hayfield City Hall, and /or via email to kurt.meister@cedausa.com

If you have any questions or concerns, please reach out to the Hayfield EDA or grant liaison Kurt Meister at the email listed above.

Business Improvement Fund Eligible & Ineligible Projects

Eligible Projects:

- Rehabilitation or replacement of exterior windows and/or doors visible
- Replacement of missing decorative building features that are fixed in place or permanent
- Rehabilitation or replacement of historic rooflines or historic features of materials consistent with the historic nature of the building (including corbels of stone, brick, parapets of stone, brick, metal, wood or other)
- Awnings and canopies (including the installation of new awnings and removal or deteriorating awnings and canopies)
- Approved exterior lighting
- Approved exterior signage
- Historic preservation-related maintenance which requires specialized care or expertise, (examples include tuck-pointing and cleaning)

Ineligible Projects:

- Any interior work
- Temporary/movable landscape improvements or plants
- Building acquisition
- Building additions or new construction
- Routine maintenance
- Any improvements completed or in progress at the time of the application

Fund Application

Hayfield Economic Development Authority

(Incomplete applications will not be reviewed)

Application Date:

Business Name:

Business Address:

Email:

Phone:

Mailing Address:

Project Summary:

Total Project Cost:

Amount Requested:

Application Certification

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read and understand, and that we will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines the City reserves the right to deny payment. But for the assistance provided through this program by the Hayfield Economic Development Authority, we would not have the resources to take on this project or to the extent that we will with assistance.

Name/Title (signed)

Date

Name/Title (printed)



Fund Application Checklist

Required Documentation for Application

- o Completed application form
- o Valid cost estimate of the entire project
- o Project plans, drawings, or sketches
- o Photos of the property work area before work begins
- o Confirmation that business loan and/or utility payments are current
- o Confirmation that the project is compliant with permitting and ordinances
- o Other documents requested by EDA/Council

For a leased property:

- o A copy of the lease agreement and written permission from the property owner

Required Documentation for Reimbursement

- o Photo of property after work is complete
- o Proof of payment (invoice, receipt, etc.)

Please Note:

- Hayfield EDA will approve/deny reimbursement based on completed project documentation and receipts of work completed and paid for by the applicant.
- Requests for reimbursement must be submitted to the EDA within twelve (12) months of project approval.

- Applications will be denied if, in the sole opinion of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.
- The City of Hayfield Economic Development Authority reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and is in the best interest of the community.