



## READI Downtown Revitalization Grant Program

**Round 1 Launch Date:** June 8, 2026

**Eligible Areas:** Incorporated communities with utilities across Wayne County (see referenced maps)

**Round 2 Launch Date:** September 1, 2026

**Eligible Areas:** Unincorporated Areas: to be identified

**Round 3 Launch Date:** February 1, 2027

**Eligible Areas:** Incorporated communities with utilities across Wayne County

The Downtown Revitalization Program offers financial assistance, in the form of a matching grant up to \$200,000 to retail or commercial property owners seeking to rehabilitate retail or commercial building space. Several key goals of the Downtown Revitalization Program are:

- To strengthen Wayne County's retail and commercial base of its downtowns.
- To encourage and incentivize second-story residential development in downtowns.
- To provide opportunities for owners to participate in the revitalization of their properties by stimulating private investment in Wayne County.
- To generate additional revitalization by focusing the investment on improvements visible to customers, neighboring merchants, and residents.
- To increase business by making downtown living spaces and individual businesses more attractive.
- To increase property values, increase the profile and density and increase patronization of Wayne County downtowns.

### **Eligibility**

- Applicants must demonstrate the capacity to fund their share of the project.
- Property must be free from any judgment liens and all mortgage and tax obligations must be current.
- Resolution of any open code violations or unsafe building orders must be resolved prior to application or be included as part of the applicant's Downtown Revitalization grant application.

- The property owner must have current occupancy permits on file with the appropriate municipality, if applicable, or be included as part of the Downtown Revitalization grant application.
- The Program is open to all retail and commercial, for-profit businesses, and property tax paying nonprofits located in a Wayne County Downtown district (as identified in Exhibit A) and meet Indiana Building Code Building Classification.
- Proposed property must be zoned properly.
- Only an individual or business having a legal interest in the subject property may make an application. This includes: owner of the property, or an individual or entity holding a fully executed contract to purchase the subject property.
- The property owner must provide a copy of the building insurance.

### **READI Downtown Revitalization Program Guidelines**

1. READI Downtown Revitalization grants will be made based on competitive scoring criteria and there are limited funds available for the program.
2. READI Downtown Revitalization grants will be paid on a reimbursement basis or directly to the vendor.
3. READI Downtown Revitalization grant funds require a 75/25 match, and reimbursement will be seventy-five percent of the construction improvement costs or \$200,000, whichever is less. Participants in the HELP Downtown Revitalization Program will be limited as described in item 19. The READI Downtown Revitalization grants must be matched by the building owner or business. READI Downtown Revitalization grant assistance is provided for permanent building and site improvements only. Reimbursement will occur after work totaling the grant award has been completed, invoiced and receipted by contractor.
4. Proceeds of the READI Downtown Revitalization grant shall not be used to: pay off or refinance existing debt not related to the project, pay salaries or applicant's officers or employees, pay for the purchase or down payment for real estate, or pay income, real estate or other taxes or assessments.
5. The form of financial assistance will be a five (5) year forgivable loan (non-receding), forgiven in full at the end of the 5-year period. Participants must complete compliance reports up to twice annually through December 31, 2028. If the READI Downtown Revitalization grant project is sold or transferred following completion, the entire amount of the forgivable loan shall be repaid. However, upon mutual agreement and consent between the County/City/Town and the originally assisted property owner; the assisted property may be sold or transferred; but only if the new purchaser agrees to continue with the terms of the forgivable loan agreement.
6. Only an individual or business having a legal interest in the subject property may make an application. This includes: owner of the property, an individual, or entity holding a fully executed contract to purchase the subject property.
7. An application for the READI Downtown Revitalization grant must be approved prior to any work being started. For the first and second rounds only, an applicant may apply for eligible work completed dating back to August 2, 2024 to meet match requirements.

8. At the time of application, there shall be no taxes, fees or other debts owed to the County/City/Town by the applicant.
9. READI Downtown Revitalization grants will be for building improvements only.
10. The improvement must be completed within 12 months of being approved in order to be reimbursed.
11. All approved and funded READI Downtown Revitalization grant projects must utilize a licensed architect and/or engineer for design development and compliance, unless previously approved by the READI Downtown Revitalization Grant Program Review Committee ("Review Committee").
12. The Review Committee reserves the right to reject grant applications for assistance for buildings deemed beyond reasonable repair.
13. As a condition of the grant, the Review Committee may provide a building inspection team to determine the most urgent building needs. This inspection report will be considered part of the grant application. Previous Main Street Building Analysis reports may also be considered.
14. The application for grant assistance will be considered within 30 business days after the grant application closes.
15. The same applicant is limited to two grant submissions for the Program.
16. One application is permitted per property parcel. Multiple addresses from one parcel with multiple applications will not be accepted.
17. Applicants must have a project that totals at least \$20,000 to meet the minimum program threshold.

Applicants may request up to \$400,000 in total funding, not to exceed \$200,000 per project, for a maximum of two projects. If an applicant previously received funding for a project through the HELP Downtown Revitalization Program, they may apply for additional READI funds up to the difference between the prior HELP award and the \$200,000 per-project cap. For example, if HELP Project A for an address received an \$80,000 award, the same address with additional work may apply for up to \$120,000 in READI funding, bringing the total combined funding for that project to \$200,000.

### **Eligible READI Downtown Revitalization Improvements**

#### **Eligible Exterior Façade Improvements**

Materials, labor, equipment, and architectural/engineering design services, for exterior improvements to the front, rear or sides of buildings are eligible. Eligible improvements include, but are not limited to:

1. Doors and/or entry Replacement
2. Masonry Cleaning/Restoration
3. Storefront Redesign/Construction
4. Carpentry and Painting
5. Window Replacement/Restoration
6. Roof Repair/Replacement
7. New construction/expansion of existing building area

8. Signs used for advertising.
9. Repairs to existing wall, window, hanging, and monument signs advertising the business.

### **Eligible Interior Improvements**

Eligible interior improvements include, but are not limited to:

1. Environmental Remediation (Lead Abatement/Asbestos Abatement, etc.)
2. Upgrades to Electrical Wiring
3. Upgrades to HVAC Systems
4. Upgrades to Plumbing Systems
5. Upgrades to elevator and sprinkler systems

Note: Building permits may be required for some of the eligible improvements listed above. It is critical that all businesses and building owners work with County/City/Town Planning/Inspection Staff on design and obtain all necessary permits before beginning work.

### **Ineligible READI Downtown Revitalization Improvements**

- Purchase/acquisition of property/equipment
- Routine maintenance is not part of an eligible READI Downtown Revitalization improvement project.
- Labor performed by unlicensed contractor.
- Improvements to in-eligible establishments.
- Self-Performance, including any work performed by a company owned or operated by the applicant or property owner.



## READI Downtown Revitalization Grant Program

Application for Program Approval

Deadline to Apply: July 27, 2026 at 12:00 p.m.

|                     |  |
|---------------------|--|
| Project Address:    |  |
| Name of Applicant:  |  |
| Applicant Address:  |  |
| Phone No:           |  |
| Email Address:      |  |
| Name of Owner:      |  |
| Owner Address:      |  |
| Phone No:           |  |
| Architect/Designer: |  |
| Phone No:           |  |

Estimated Project Cost: \$\_\_\_\_\_ Grant Amount Requested: \$\_\_\_\_\_

(Attach cost estimate breakdowns for project such as architectural/engineering fees, material and labor by category, ie. demolition, carpentry, etc.)

Proposed Start/Completion Date: \_\_\_\_\_

Project will be financed by: \_\_\_\_\_

If a private institution is involved, specify the following:

- Bank: \_\_\_\_\_
- Loan Officer: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

The Project will involve the following:

\_\_\_\_\_ Front Façade      \_\_\_\_\_ Rear Façade      \_\_\_\_\_ Roof  
 \_\_\_\_\_ Side      \_\_\_\_\_ Interior Improvements

- Attach a copy of the project; include Site Plan and Elevations.
- Attach photographs of the existing building/site conditions depicting the areas of proposed improvement.
- Provide Wayne County Treasurer's Office certification that all taxes (real and personal property) are paid in full to date.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I, the applicant, have read and understand the READI Downtown Revitalization Program guidelines and hereby submit this application and required attachments for review. I understand that submitting this application in no way guarantees me being accepted to participate in this program until formally approved.

Electronic Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please direct all questions to:

EDC of Wayne County  
 Sarah Mitchell, Economic Development Manager  
[sarah@whywaynecounty.com](mailto:sarah@whywaynecounty.com) 765.983.4769

Paper submissions can be mailed to: P.O. BOX 1919, Richmond, IN 47375