

# Waldo CID Gap Grant



Powered by the **Waldo Community Improvement District**  
7222 Wornall Rd., Kansas City, MO 64114  
816-286-4523 • [www.waldokc.org](http://www.waldokc.org)

## Helping you improve your business and Waldo!

Good-looking, well-maintained buildings help ensure Waldo remains a great place to do business. To encourage improvements and repairs, the Waldo CID created the Gap Grant that provides a no-matching required grant to a business within the District in need. The grant supports one local business that meets program requirements by funding a significant portion of exterior building repairs and improvements

## Program Description

**Funds:** Applications are accepted annually. One \$15,000 grant will be awarded to a deserving Waldo business and/or property owner. There will be a required interview process with members from the Property Committee and/or CID Board members. The Waldo CID contribution will not exceed \$15,000 per project. The Waldo CID funds and oversees, and the WABA Property Committee administers the program.

### Requirements:

1. Properties must be occupied or under contract (no speculative improvements) and must be located within the Waldo CID boundaries to be eligible.
2. The business must maintain a valid Occupational License with the City of Kansas City throughout the project.
3. Grant applications may be submitted by either a business or property owner but must be signed as authorized by the property owner.
4. Funds may only be used for eligible expenses approved in writing. Funds cannot be used for previously completed improvements (work started prior to approval is ineligible).
5. Projects must meet all applicable City Zoning, Sign and Building Code requirements.
6. Only one rebate is allowed per "building" (determined by roofline) every 10-years.
7. **The information below is required with a completed and signed application including:**
  - o An essay explaining how your business would benefit from the grant and why you're the ideal candidate
  - o Bids for work to be completed
  - o IRS Form W-9
  - o "Before" photos showing existing conditions
  - o Any other supporting materials (drawings, presentations, etc.)

### Process:

1. Contact the Executive Director of the Waldo CID to schedule a pre-application meeting to discuss the project, process, and requirements.
2. Give a formal presentation to the WABA Property Committee. Following consideration, the Committee may request additional information. Applicants will be notified of approval, approval with conditions, or denial in writing.
3. Complete the work within six to nine months after approval and notice to proceed (unless an extension is previously requested and approved by the WABA Property Committee).
4. Submit the following upon completion of the project:
  - Verification all work has been completed and conditions met
  - All receipts for completed work, and proof of payment (canceled checks, verification from contractor amount due is paid in full, or similar)
  - "After" photos showing the changes and completed project
5. Once all requirements have been met, the Waldo CID will reimburse the applicant (unless otherwise specified) within 2 weeks of receiving all required documentation.

**Objectives:**

The primary program objectives are to allow one business within the District to complete a major renovation that they would otherwise not be able to undertake without the grant's assistance, help ensure long-term building care, and to achieve long-lasting changes and improvements. Much like the CID's Storefront grant, the main goal is to fund visible improvements. Although improvements to other portions of the building may be eligible and allowed, they should be secondary and not the focus of the application.

Following are lists of eligible and ineligible improvements. Since some eligible improvements may not directly meet these objectives, the Waldo CID and the WABA Property Committee may use discretion in approving or denying all or portions of applications based on the ability to meet program objectives. The Waldo CID and the WABA Property Committee may also apply additional restrictions, requirements, and conditions as deemed necessary and appropriate to achieve program objectives.

**Eligible Expenses:**

- ✓ Removing and/or replacing siding or facades
- ✓ Patching concrete
- ✓ Fixing or replacing handrails
- ✓ Repairing or installing gutter and downspout systems in conjunction with other facade improvements
- ✓ Tuckpointing brick and masonry
- ✓ Repairing or replacing cornices, trim, or architectural details
- ✓ Repairing or replacing windows (high insulation values are encouraged)
- ✓ Painting or cleaning exterior
- ✓ Adding approved, architecturally interesting, features or repairing existing architectural features
- ✓ Installing, repairing or replacing appropriate awning or signage
- ✓ Installing or replacing exterior lighting
- ✓ Improving streetscape and landscape (as part of the project)
- ✓ Repairing/replacing parking lots, driveways, sidewalks (as part of a larger project)
- ✓ Replacing doors
- ✓ Decorative fencing (such as wrought iron fencing, excludes barbed-wire or razor-wire)
- ✓ Materials
- ✓ Contracted labor

**Non-Eligible Expenses:**

- × Interior work
- × Electrical improvements (excluding exterior lighting)
- × HVAC improvements
- × Property acquisition
- × Equipment, Furniture, and Fixtures
- × Roofs
- × In-house labor by the property owner, tenant, or employees
- × Other work determined not to meet program objectives

**Additional information:****Waldo CID**

c/o Dorna Edgar Swan  
7222 Wornall Rd  
Kansas City, MO 64114  
(816)286-4523  
[Dorna@waldokc.org](mailto:Dorna@waldokc.org)

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## Application

Please fill out the following information and return the completed form with all required attachments to the Waldo CID at the address below. Feel free to attached additional documents if needed.

### 1. Owner/Applicant Information

Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### 2. Project Information

Project description (describe the proposed improvements, repairs, changes): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Required signatures

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner (if not applicant): \_\_\_\_\_ Date: \_\_\_\_\_

*I (we) authorize submittal of this application and certify all information provided is true and correct, hereby acknowledge understanding of grant guidelines and agree to the stipulations of the program, and authorize the use of before and after photos, drawings and other materials by the Waldo CID to promote the CID and gap grant program.*

**Thank you for your application**

#### For Office Use Only

Application accepted as complete by: \_\_\_\_\_

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

Action taken:  Approved  Approved with Conditions  Denied

Date: \_\_\_\_\_ Date Notified: \_\_\_\_\_

Notes:

# Waldo CID Storefront Improvement Grant



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## Request for Reimbursement

Upon completion of the approved project, please provide the following information and return the completed form and required attachments to the Waldo CID at the address below. Feel free to attached additional documents as needed.

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

Business Name: \_\_\_\_\_

Person completing the report: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name for rebate check (if different from business): \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Has all the work been completed and all conditions met? Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Required attachments:

- Verification all work has been completed and conditions met
- All receipts for completed work, and proof of payment (canceled checks, verification from contractor amount due is paid in full, or similar)
- "After" photos showing the changes and completed project

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

*I certify all information provided is true and correct, and authorize use of before and after photos, drawings and other materials by the Waldo CID to promote the CID and grant program.*

**Thank you for helping improve Waldo!**

Return completed applications to:

c/o Dorna Edgar Swan  
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Kansas City, MO 64114  
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[Dorna@waldokc.org](mailto:Dorna@waldokc.org)