



RELOCATION ASSISTANCE PROGRAM

PROGRAM OBJECTIVES:

Downtown West Allis, Inc. provides financial incentives to businesses moving into previously vacant spaces within the district. The program objectives include: the retention and recruitment of growing businesses, filling space currently vacant or where a vacancy is imminent, creating a healthy business mix, and increasing employment opportunities. Downtown West Allis, INC. also offers façade improvement and signage assistance grants. Any combination of these programs can offer a powerful incentive to a new or relocating business to choose Downtown West Allis.

TARGET AREA:

The target area for this program is contiguous with the boundaries of the *Downtown West Allis* Business Improvement District. (See Map Below)

TYPE OF SUBSIDY:

Grants up to \$1.00 per square foot to businesses that have been targeted for recruitment by the Downtown West Allis Business Improvement District. Maximum subsidy is based upon amount of square foot occupied.

ELIGIBILITY REQUIREMENTS:

New businesses and existing businesses (that have not been awarded this grant within the past two years) are eligible.

EXISTING BUSINESSES: The expansion of an existing downtown business is eligible for the additional space occupied. (For example: New occupied space – Current occupied space = Total square feet considered.)

NEW BUSINESSES: The criteria for a new business include economic and employment impact brought to the downtown, the nature of the business and whether or not it complements the existing businesses of the downtown.

An eligible business can receive relocation assistance by fulfilling the following requirements:

- Establishing a business within the BID boundaries
- Conducting business on a regular basis at that location (At least 40 hours per week/five days per week.)
- Completing an uninterrupted period of business for 90 days
- Providing a copy of property ownership or signed lease of no less than one year.
- Providing a copy of Certificate of Business Occupancy.
- Verification of total square footage by Economic Development Committee

HOW TO APPLY:

- Relocation Grant requests must be in writing, and fulfilling all application requirements **(available on this website or at the BID office).**
- The application must be submitted prior to moving into the location being considered.
- Further the application must be accompanied by a copy of a business plan
- Grant requests must be approved by the Board of Directors of the *Downtown West Allis, Inc.*, based upon recommendation from the Economic Development Committee of the BID.

SPECIAL NOTICE:

- All appropriate permits must be obtained prior to the disbursement of funds.
- No more than one such payment shall be made to a business at any one address in order to avoid paying multiple businesses using the same location.
- All grants will be limited by the amount of money remaining in the Annual Operating Budget for this purpose.
- Basements, balconies, bathrooms and storage areas are excluded from calculations of total occupied square feet.





Relocation Assistance Grant Application

This form will be used throughout the application process. Fill it out completely and return it to Downtown West Allis, INC. located at 7231 W. Greenfield Ave West Allis, WI 53214.
 You may also fax it to us at (414) 774-7728.
 If you have any questions feel free to call us at (414) 774-2676.

Business Name

Current Address

City State Zip Code Contact Person

Phone Number E-Mail

Address for which you are applying

Current Square Feet occupied Sq. Ft. Current Number of Employees

Square Feet at proposed location Sq. Ft. Number of employees at new location

Business Description

AFFIDAVIT

Whereby apply for the reimbursement of grant up to One Dollar (\$1) per Sq. Ft. to businesses that have been targeted for recruitment by the Downtown West Allis Business Improvement District. I understand that the grant funds are part of the Downtown West Allis, Inc. Relocation Assistance Grant Programs, and I agree to comply with the regulations of that program. I understand that maximum subsidy is based upon the amount of square foot occupied. I further agree that, if my application is approved, I will not re-apply for this grant for a period of two years from the date I receive the reimbursement grant unless I obtain written approval from the Downtown West Allis Business Improvement District Board of Directors.

Signature of Applicant/Business Owner	
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Date

Do Not Fill Out Below This Line! For Office Use Only!

Date Presented to Committee Date Voted Upon Approved/Denied

Committee Notes

Amount to be Reimbursed	Reimbursement Date	Check Number
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