

City of Havana Downtown Building Mural Program

This mural program provides a 75%/25% participation split between the City of Havana and the Business Owner, not to exceed a total project cost of \$10,000.00. The program is available for increasing tourism to the City of Havana. It is not to be used as marketing or advertising for the business and must comply with the Design Guidelines for Historic Havana Downtown, which do not allow for painting on unpainted brick. If a business would like a mural, but their building is unpainted, canvas murals are available that can be attached to the building.

Qualified projects are treated on a first come, first served basis as funding is available.

Applicants will be required to contribute a portion of the funds in an amount of no less than 25% of total project costs and will be responsible for 100% of any amount over a total project cost \$10,000.00. The total amount the City of Havana will contribute to an individual project will not exceed \$7,500.

GENERAL ELIGIBILITY GUIDELINES

1. Property must be located within C-1-A District.
2. Subject structure must have at least the entire ground level floor space devoted to commercial use.
3. The applicant must be the owner of the property for which the mural program is sought or occupant of property with written consent of the owner to participate in the program; proof of ownership will be required (as recorded in the Mason County Recorder's Office). If owner approves of application participation, but refuses to allow a mortgage, the applicant must allow the city to mortgage their own real property as collateral. This can include, but is not limited to, residential or other real estate.
4. The applicant shall not have any judgments or open collections. The applicant shall not have any pending court cases with the City of Havana, have had any code or housing violations within the last twelve months, or be delinquent on any monies owed to the City of Havana. The property must be current on any and all tax and mortgage payments and must also comply with all applicable City codes.
5. The applicant must demonstrate the ability to finance his/her portion of the project. If financing is not required, then the grantee must show proof of verification of deposits acceptable to the City.
6. All applicants will be required to disclose any Conflict of Interest relationship in writing.

7. Examples of typical eligible work items could include murals on the building where it is visible to the public. MURAL location must be approved by of the Economic Development Committee.
8. All work must be performed in compliance with all applicable City codes, including “Design Guidelines for Historic Havana Downtown” and all designs must be approved by the committee to be considered as eligible.
9. A digital image of the proposed mural needs to be submitted and approved by the Economic Development Committee. Dimensions and location of the mural must be specified.
10. The business owner shall pay for the mural and any other related expenses and then submit the receipted costs to the City of Havana. The City will then reimburse 75% of the total project cost, but the City’s reimbursement shall not exceed \$7500. Any amount exceeding \$10,000 will be 100% the responsibility of the business owner.
11. Business owners who purchased their own murals after January 1, 2022, but prior to this program, can submit their receipts and be reimbursed for 75% of the total cost of the project, but the City’s reimbursement shall not exceed \$7500 if the project is approved by the Economic Development Committee. Reimbursement from the City will be based on a first come first served basis as funds allow, and will be based upon date of submission of business owner’s receipts.
12. The City of Havana encourages the use of local craftsmen and artists; however, we understand there is a limited number of artists in Havana and the surrounding area who provide this service.

TERMS & CONDITIONS MURAL PROGRAM

Owner/Applicant must document existence and/or financial sources of 1/4 of total project costs, up to \$10,000 and all costs exceeding \$10,000.

PRE-PROJECT REQUIREMENTS

The owner/applicant will complete and submit program application to the City of Havana Economic Development Coordinator.

CODE REQUIREMENTS

All improvements and updates to the premises must comply with all codes adopted by the City of Havana, including the International Fire Code, NFPA 101 Life Safety Code, International Building Code, the Accessibility Code (ADA), and the Design Guidelines for Historic Havana Downtown.

APPLICATION REVIEW & RANKING PROCESS

1. Schedule a pre-project meeting to review contractor bids, project costs and overall plan.
2. Applications will be recommended for approval to the Economic Development Committee.
3. Total estimated turnaround from time of completed application to final approval is 45 days.

CITY OF HAVANA, ILLINOIS
MURAL PROGRAM APPLICATION CERTIFICATION FORM

As applicant(s) for participation in the City of Havana's Downtown Building Mural Program, I/we acknowledge the following statements (sign initials on each line).

To the best of my/our current knowledge, all information contained within the application is true and we hereby authorize the City of Havana to verify any such information at its discretion.

I/We have read and understand the Program Guidelines for Havana Downtown Building Mural Program and agree to fully abide by said guidelines.

I/We understand that my/our property must be located within the boundaries of the City of Havana's C-1-A District in order to be eligible for program participation.

Due to a limitation on the amount of available program funds, I/we understand that an eligible, completed application is not necessarily a guarantee of project funding.

I/We understand that the Owner of the property, if not the Applicant, must give written approval for project participation prior to approval.

I/We understand that the subject property must have at least the ground level floor space devoted to commercial use to qualify for program participation.

CITY OF HAVANA, ILLINOIS
DOWNTOWN BUILDING MURAL PROGRAM APPLICATION REQUEST FORM

Please complete and submit to City of Havana Economic Development Coordinator.

1. Name of Applicant(s):
(If applicant is not Owner, application must be accompanied by written consent of Owner to participate in program.)

2. Street Address:

3. Owner's Address: Phone#:

4. Phone # of Applicant/Contact Person (if different from Owner):

5. Is any portion of building leased? (Y/N)

6. If yes, please provide name and address of lessee:

7. Is the ground level floor space dedicated to commercial purposes?

8. Briefly describe the type of business operations presently, or that will occupy the building:

9. What is the approximate age of the building?

10. Is the Owner of the property currently participating in any other City business assistance program?

- 11. Are you aware of any historical or architectural significance associated with the building? (Y/N)

- 12. If yes, please explain:

- 13. Please provide a description of your proposed project, mural.

- 14. What is the total cost of planned, eligible work? \$

- 15. From what sources, other than the City, will the money for this project be drawn?
Please be specific:

Applicant(s) Signature _____ Date: _____
_____ Date: _____

FOR CITY STAFF USE ONLY

_____ Recommends

_____ Does Not Recommend

Staff Signature: _____

Amount Recommended: \$ _____

Conditions, if any: _____

City Council

_____ Approves

_____ Does Not Approve

Date: _____

Mayor's Signature: _____

Conditions, if any: _____

REQUIRED ATTACHMENT CHECKLIST

- ✓ Proof of building ownership.
- ✓ Concurrence of Owner to participate in program if Owner is not Applicant.
- ✓ Documentation of the existence of other funding sources in appropriate amounts with suggestion to use local financial institutions when necessary.
- ✓ Current photographs of building showing where the mural will be located.
- ✓ Executed Applicant/Owner Certification Form.