



Capital Improvement Grant Program

Purpose

The Capital Improvement Grant (CIG) Program is designed to support capital projects that **enhance public infrastructure within the DDA district** and deliver **clear, measurable public benefit**. This program focuses solely on improvements within the **public right-of-way (ROW)**, such as lighting, streetscapes, and similar enhancements.

Eligible Applicants

- Property owners, businesses, or tenants located within the DDA boundary *with written approval from the property owner (when applicable)*.
- Nonprofit organizations or community groups proposing ROW improvements with a public use component.
- The public agencies undertaking eligible projects that align with the DDA's goals.
- Applicants can receive one CIG grant award per property, per year. Must be for improvements not previously awarded a DDA grant.

Eligible Project Types

Projects must be:

- Located entirely within public right-of-way; and
- Designed to serve the **public good** by improving pedestrian accessibility, public safety, aesthetics, or downtown usability.

Project Types:

- **Awnings & Canopies**
 - Installation or replacement of awnings or canopies (must project into public ROW and meet design guidelines)
 - Banners and flags with the business name printed are eligible
- **Lighting**
 - Exterior lighting fixtures that improve visibility, safety, and aesthetics (must be pedestrian-scaled and architecturally appropriate)
- **Accessibility & Public Interface Improvements**
 - Public entryway improvements (stairs, ramps, landings) that improve ADA accessibility (accessed from the public ROW, parking lot access not eligible)
 - Decorative fencing, planters, or sidewalk-level treatments that interface directly with the public right-of-way
- **Streetscape Enhancements (if directly related to the property)**
 - Landscaping or permanent planters visible from the street



- Public art or murals facing the street (non-commercial)
- Decorative signage that contributes to public wayfinding or building identity (no promotional signage)

Examples of eligible projects:

- ADA-accessible curb ramps or crossings accessed from the public ROW
- Public benches, bike racks, or street furniture
- Pedestrian lighting or alleyway lighting
- Public trash receptacles or planter installations
- Streetscape improvements (e.g., landscaping, decorative paving)
- Public art installations in ROW (must be permanent and accessible)
- Wayfinding signage or kiosks in the ROW

All projects must comply with municipal codes, City Engineering and City Planning and Development standards, building codes, and receive applicable permits. *Projects are subject to City Department review.*

Ineligible Project Types

- Improvements not located in the public right-of-way (side entrances, parking lots, building interiors, etc.)
- Temporary installations or events
- Improvements or modifications that have previously received DDA grant funds within the past five (5) year period.
- Any improvement without a demonstrated and lasting public benefit
- Projects that are required as part of new construction or private development agreements
- Projects that are already underway before applying to the CIG program

Grant Amount and Match

- The DDA will fund up to **50%** of the project
- Maximum grant amount: **\$50,000** per project
- Match requirement: **50:50** match required (may include private, City, or nonprofit funding)

Payment Structure

- Reimbursement within 30 days of project completion and verification

Evaluation Criteria

Applications will be evaluated on the following:

- **Public Benefit:** Demonstrated contribution to public safety, accessibility, or beautification
- Alignment with DDA Plan of Development
- **Location Priority:** Projects located on key corridors or catalytic areas identified in the DDA's Plan of Development



- **Feasibility & Readiness:** Evidence of readiness to execute (permits, approvals, timeline)
- **Funding Leverage:** Other sources of funding and community support

Application Process

1. **Pre-Application Meeting (Required):** Meet with DDA staff to confirm eligibility and discuss project scope.
2. **Application Submission:** Complete application form with:
 - Project description, cost estimate, and timeline
 - Site plan, elevation or drawings (if applicable)
 - Photos of existing conditions
 - Letters of support (if applicable)
 - Must have two estimates to ensure competitive pricing for each item in need of improvement.
3. **Staff Review:** Internal review for compliance and completeness. Includes City department reviews.
4. **Board Approval:** Project presented to DDA Board for approval
5. **Agreement Execution:** Grantee signs agreement with project scope and reporting expectations
6. **Implementation & Reimbursement:** Submit invoices, photos, and inspection verification for reimbursement

Reporting & Oversight

- Projects must be completed within **12 months** of award unless otherwise approved
- Funded projects must be **maintained for 5 years** after initial project completion
- DDA reserves the right to inspect work and require corrective actions if work is non-compliant or deviates from the approved scope

General Conditions

- DDA reserves the right to decline any application or to request modifications
- All work must comply with applicable municipal codes, ADA guidelines, building codes, and permitting requirements
- Grantees are responsible for any future maintenance unless otherwise agreed
- Recognition signage ("Funded in part by the Downtown Development Authority") may be required

For additional information, email: dda-admin@downtowncheyenne.com