



Board of Aldermen
City of Knob Noster, Missouri
"Growing With Purpose."

cityofkn.net
(660) 563-2595
201 N. State Street

City of Knob Noster Brick-and-Mortar Business Grant 2026 Call For Projects

Program Goals

The goal of the Brick-and-Mortar Business grant is to incentivize both current and prospective business owners to occupy historic buildings in the downtown district of Knob Noster. The hope is that business owners will use the request funds to improve their buildings in a way that promotes long term health for the downtown district.

- Preserve historic buildings by encouraging proactive maintenance to increase accessibility, safety, and longevity;
- Increase potential commercial activity, incentivizing both community development and local business growth;
- Enhance the curb appeal, walkability, and general feel of Knob Noster's historic downtown district.

Eligible Applicants

The applicant must be either the property owner or the tenant of the building. Both the applicant and the owner must sign the application form. Applicants **MUST** have an active business or pay property tax to the City of Knob Noster.

Non-Eligible Buildings

Owners and tenants of buildings that have one of the following special circumstances are not eligible to apply until the situation is resolved:

- Properties and buildings that have special assessments, real estate taxes, or personal property taxes that are delinquent;
- Property with outstanding code violation orders, unless these are corrected in terms defined by the project;
- Property or buildings in litigation, mediation, condemnation, or receivership;
- Exclusively residential property or have non-commercial space directly adjacent to public right-of-way or common space on the floor level facing either State Street or McPherson Street;
- Buildings outside the Knob Noster city limits.

Eligible Activities

The work paid for by the grant funds or the applicant's matching funds can take place anywhere throughout the building. However, work done needs to be to the "brick-and-mortar" of the building, meaning that the tenant or owner would be unable to take said work product with them if the building was vacated or sold.

- Masonry repair/tuck pointing;
- Painting;
- Signage;
- Awnings;
- Window and door repair;
- Exterior lighting attached to the building;
- Carpentry work;
- Cornice repair;
- Other, subject to the discretion of the Board of Aldermen.
- Worked completed prior to the administration of this grant, if work occurred and was completed within the year 2026.

Non-Eligible Activities:

- Non-permanent fixtures;
- Purchase of property and/or building;
- Construction of a new building;
- Demolition;
- Design costs;
- Exterior furniture;
- Inventory;
- Fixtures, furnishings, or equipment unless permanently affixed;
- Signs with neon or flashing elements.

Program Funding

Starting with the July 2026 Grant Cycle, there will be three categories of applications. Each category is funded by the City of Knob Noster at 90%. Projects exceeding the \$10,000.00 threshold may be considered, but \$10,000.00 is the maximum possible allotment from the city for this grant program.

- Discretionary Award (Exceeds \$10,000.00)
- Large Scale (\$5,000.00 to \$10,000.00)
- Medium Scale (\$1,000.00 to \$4,999.99)
- Small Scale (Up to \$999.99)

Rules & Regulations

1. One grant per cycle may be awarded per property. A property is considered any individual platted lot or tract of land described by metes and bounds.
2. Any work done prior to the approval of a grant application and Notice to Proceed may only be considered at the discretion of the Board of Aldermen and only if it was completed within the grant's award year.
3. Grant funds and the required private matching funds are to be spent for actual owner-paid direct expenses approved by the grant committee such as purchasing materials and paying a contractor;
4. All contracts performing work associated with the Brick-and-Mortar Business Grant must have a current City of Knob Noster Business License and complete said work consistent with all relevant ICC Building Codes.
5. Funding is limited and the amount awarded is at the discretion of the City.
6. Applicants that have received a previous grant award from the city may be scored lower than applicants without previous and/or recent asks.

Judging Criteria

Applications will be scored based on the following criteria:

1. Use of local labor and materials (City > County > State);
2. Whether or not the applicant is a first-time applicant;
3. Projects that have the potential to improve the longevity of the property;
4. Consistent business activity, community presence;
5. Quality of application.

Application and Payment Process

1. Complete and submit the application form and attachments to City Hall.
2. Upon receipt of a grant application and attachments, staff will determine if the application and packet is complete and contain the necessary information for review. Incomplete packets will be returned to the applicant prior to the deadline. Complete packets will be assigned a project number and forwarded to the grant committee for review. This should INCLUDE "before" photos.
3. If the grant is approved, the applicant must fill out a W-9 form and return to the City, prior to receiving funding disbursements.
4. The City will issue a Notice to Proceed.
5. Applicants will complete the work at their own expense.
6. All work must be completed by December 31, 2026, unless pre-approved by the City of Knob Noster.
7. The Applicant will then submit 1) "after" photos of the completed work and 2) copies of paid invoices to prove how the grant money and the match money was spent by December 31, 2026.
8. Once the work has been approved by the grant committee, the City will pay the applicant the awarded grant amount within 30 days.
9. Projects must be completed by December 31, 2026, or the grant money will be returned to the City of Knob Noster.

**Brick-and-Mortar Business Grant
2026 Program Application**

Type of Applicant: Building Owner Tenant

Applicant Name: _____ Date: _____

Mailing Address: _____ City: _____ ZIP: _____

Applicant Phone: _____ Applicant Email: _____

Name of Business: _____

Address Where Work Will Be Performed: _____

Approximate Age of Building: _____

Building Owner's Name (If Not Applicant): _____

Building Owner's Phone (If Not Applicant): _____

Proposed Start Date: _____ Expected Completion: _____

Summary of Project

Please write a brief but thorough description of the work to be completed including type of work, materials, colors, size, etc. Please include enough information for the full scope of the project to be understood.

General & Subcontractors

General Contractor: _____

Mailing Address: _____ City: _____ ZIP: _____

Contractor Phone: _____ Contractor Email: _____

Business License # _____

Subcontractors:

	Specialty	Name	Phone #	Business License #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Application Checklist:

- Budget Worksheet
- Bid or estimate(s) from contractor and subcontractors
- Before picture of the building

Legal Acknowledgement

I understand work cannot begin on the grant project until a Notice to Proceed has been issued by the City. Any work started before a Notice to Proceed is issued may not be reimbursed by the City if all stipulations are not met and/or a grant award is not given. I understand that failure to abide by the Program Rules and Regulations may result in a denial of funds. I understand the project will need to be inspected by the Building Inspector and the City Administrator for compliance to the project rules and regulations and that it is consistent with the submitted application. I understand that should the project not be found in compliance, I may be denied issuance of funds. I have read and understand the conditions of the Brick-and-Mortar Business Grant and agree to same.

Applicant Signature: _____ Date: _____

Building Owner: _____ Date: _____

**Brick-and-Mortar Business Grant
2026 Budget Worksheet**

Applicant Name: _____ **Date:** _____

Budget

Complete and submit the attached budget worksheet with the grant application. Attach any bids or estimates received by contractor.

Total Cost of Proposed Grant Project: _____

Amount of Grant Funds Being Requested: _____

Amount of Matching Funds Contributed: _____

Grant funds and the required private matching funds are to be spent for actual owner-paid, director expenses approved by the grant committee such as purchasing materials and paying a contractor.

Please compile a table that includes the following:

- Cost of Materials;
- Material type;
- Cost paid for by Grant Funds PER material;
- Cost paid for by Match Funds PER material;
- Total cost of material PER item;
- Labor costs, divided by Grant Funds and Match Funds allocated.
- TOTAL labor costs;
- Other expenses, divided by Grant Funds and Match Funds allocated.
- TOTAL PROJECT COST, divided by Grant Funds and Match Funds allocated.