TOWN OF BRISTOL, INDIANA — BRISTOL TOWN COUNCIL

MAIN STREET GRANT PROGRAM

Program Guidelines and Eligibility Requirements

PO Box 122, Bristol, IN 46507 | (574) 848-7007

Effective: October 2026

Section 1 — Purpose and Intent

The Town of Bristol Main Street Grant Program is designed to invest in the physical appearance, commercial vitality, and long-term economic health of Bristol's traditional business district. By supporting exterior improvements to storefronts and signage along the Main Street corridor, the Town aims to attract customers, support existing businesses, and foster civic pride in the community's commercial core.

The program reflects Bristol's commitment to maintaining a vibrant, welcoming Main Street that serves as the economic and cultural heart of the community.

Section 2 — Program Area (Main Street Defined)

For purposes of this program, "Main Street" is defined as the commercial corridor encompassing the following streets within the municipal limits of the Town of Bristol:

- **Vistula Street** — within the municipal limits of the Town of Bristol
- **Division Street** — within the municipal limits of the Town of Bristol

Properties must be located on or directly addressed to one of these corridors to be eligible. The Town reserves the right to consider adjacent or connecting parcels on a case-by-case basis where the project would clearly benefit the defined corridor.

Section 3 — Eligible Businesses and Uses

Grant assistance is available to businesses operating in the following categories at a qualifying Main Street address:

- **Retail establishments** — Businesses primarily engaged in the sale of goods directly to consumers
- **Restaurants and food service** — Establishments primarily serving prepared food or beverages to the public
- **Professional offices** — Businesses providing professional, administrative, or service-based operations to clients (examples include legal, accounting, insurance, real estate, medical, and similar professions)

Ineligible Uses

Ineligible uses include, but are not limited to: residential uses, warehousing or industrial operations, home-based businesses without a qualifying street-facing commercial presence, and businesses operating in violation of Town ordinances or licensing requirements.

Applicants must hold a current business license (if applicable) and be in good standing with the Town of Bristol at the time of application.

Section 4 — Grant Tiers

The program is structured in two tiers based on the scope of the proposed improvement. Applicants should select the tier that best reflects the nature and extent of their planned project.

TIER 1 — Sign Replacement

Tier 1 grants are available for projects focused exclusively on the replacement or installation of new exterior business signage. This includes fabrication and installation of wall-mounted signs, projecting signs, monument signs, and similar exterior identification signage.

Town Match: 50% of eligible project costs

Maximum Grant Award: $5,000

Applicant Responsibility: Remaining project costs not covered by the Town grant

Estimate Requirement: A minimum of **one (1)** written contractor or vendor estimate is required with the application.

TIER 2 — Façade Improvement

Tier 2 grants are available for projects that go beyond signage to address partial or full exterior (façade) improvements. Eligible improvements may include, but are not limited to:

- Exterior paint and surface finishes
- Masonry repair and tuckpointing
- Window replacement or repair
- Door replacement
- Awnings and canopies
- Exterior lighting
- Signage

- ADA accessibility improvements

Town Match: Up to 50% of eligible project costs

Maximum Grant Award: Determined by Town Council based on project scope and merit

Match Percentage: The specific Town match percentage is determined by Town Council following review of the applicant's project investment narrative, which must demonstrate how the project supports the Town's investment in the Main Street corridor.

Estimate Requirement: A minimum of **one (1)** written contractor estimate is required. Where the anticipated Town match will exceed **$8,000**, a minimum of **two (2)** competing contractor estimates are required.

Historic Buildings — Note

Tier 2 applicants whose project involves a building with historic significance are encouraged to note this in their application narrative. Historic character may be considered favorably in the Town Council's review.

Section 5 — Application and Review Process

All applications are reviewed in accordance with the following six-step process:

Step 1 — Pre-Application

Prospective applicants are encouraged to contact the Town Manager or Assistant Town Manager prior to submitting an application to discuss project eligibility, program requirements, and available funding.

Step 2 — Application Submission

Completed applications must be submitted to the Town Manager or Assistant Town Manager along with all required attachments, including contractor estimates, photographs of existing conditions, drawings or renderings of proposed improvements, and any other supporting documentation. Completed

applications may be dropped off in person at Town Hall or submitted by email to the Town Manager at **mikeyoder@bristol.in.gov**.

Step 3 — Staff Review

Town staff will review each submitted application for completeness and eligibility. Staff will prepare a written summary and recommendation for Town Council consideration. Applicants may be contacted during this phase to provide additional information or clarification.

Step 4 — Town Council Review and Action

Complete applications with a staff recommendation will be presented to the Bristol Town Council at a regularly scheduled meeting. The Town Council will review the application, the project investment narrative (Tier 2), and the staff recommendation, and will vote to approve, approve with conditions, or deny the grant request. For Tier 2 applications, the Town Council will also determine the specific match percentage to be awarded.

Step 5 — Grant Agreement

Approved applicants will enter into a written grant agreement with the Town of Bristol outlining the award amount, approved scope of work, project timeline, disbursement conditions, and any other terms. **Work may not commence prior to execution of the grant agreement.**

Step 6 — Project Completion and Disbursement

Grant funds will be disbursed upon satisfactory completion of the approved work, inspection by Town staff, and submission of paid invoices. All work must be completed within **twelve (12) months** of grant agreement execution.

Section 6 — Funding Sources

The Bristol Main Street Grant Program is funded through the following Town appropriation accounts:

Fund	Account Description	Account Number
Economic Development Income Tax	EDIT Fund	4436 1443
Redevelopment Give Backs	Redevelopment Fund	2545 1315

The Town Council may authorize the use of other funding sources as deemed appropriate on a project-by-project basis. Grant awards are subject to available appropriations. The program does not guarantee funding and all awards are contingent upon Town Council approval and available budget authority.

Section 7 — General Conditions and Requirements

All applicants and grant recipients are subject to the following conditions:

- Applicants must own or lease the subject property and operate an eligible business at the location.
- Property owners who are not the business applicant must co-sign the application.
- All work must be performed by a licensed contractor. Self-performed work by the applicant is not eligible for reimbursement.
- All permits required by the Town of Bristol or other regulatory bodies must be obtained prior to commencement of work.
- Grant funds may not be used for interior improvements, personal property, inventory, or routine maintenance.
- The Town of Bristol reserves the right to inspect completed work prior to disbursement of funds.
- Grant recipients agree that the Town may use photographs of completed projects for promotional and educational purposes.
- Applications may be submitted on a rolling basis, subject to available funding.
- The Town reserves the right to modify, suspend, or discontinue the program at any time.

Section 8 — Contact and Submission

For questions, pre-application consultations, or to submit a completed application, please contact the Town Manager or Assistant Town Manager using the information below. Application forms are available at Town Hall and on the Town of Bristol website.

Town Manager / Assistant Town Manager — Town of Bristol, Indiana

Mailing Address:

PO Box 122, Bristol, IN 46507

Phone:

(574) 848-7007

Email:

mikeyoder@bristol.in.gov

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