

# *Lights, Camera, Action Grant*

## Downtown Brookings, SD

### Purpose:

The City of Brookings and Downtown Brookings are dedicated to protecting the safety of the Downtown Brookings community and businesses. The Lights, Camera, Action Grant program was created to encourage and assist investment into downtown storefront lighting, cameras, and safety action items to encourage better security and walkability in the district.

### Program Overview:

The Lights, Camera, Action Grant aims to invest in Downtown Brookings by providing matching grant funds for improved lighting, increased cameras, and placemaking action items to street and alley-facing façades/entrances. Eligible projects will be considered for up to a 50% match, meaning the fund may match dollar-for-dollar up to the maximum grant amount of \$2,000 or until available dollars are committed.

For example: A \$500 total project cost could be eligible for a \$250 matching grant. A \$5,000 total project cost could be eligible for the maximum \$2,000 matching grant.

### Eligibility:

1. **Property Location:** Only buildings located in the Downtown (B-1) Commercial District of Brookings are eligible to apply for funds. Preference will be given to Main Avenue-facing storefronts, but all are encouraged to apply.
2. **Ownership:** Applicants must have ownership interest in the property. Business owners who wish to apply must provide written approval from the property owner to qualify. Property owners may need to sign additional documents after the application is submitted.
3. **Frequency:** A property improved under this program is not eligible for additional funding unless the property has more than one façade/entrance facing a public right-of-way. Applications cannot be submitted for a façade already improved by this program.
  - a. **Exception/Example:** A property may receive funding for a street-facing façade/entrance one year, and apply for funding for an alley-facing façade/entrance another year; however, funding will not be considered more than once through this program for each façade/entrance.
4. **Compliance:** All proposed improvements must comply with Brookings zoning regulations, building codes, and the “Downtown Brookings Design & Maintenance Guidelines”.
5. **Historic Preservation Considerations:**
  - a. All proposed rehabilitation and/or preservation work and improvements must be submitted to and approved in advance by the City of Brookings and be conducted in accordance with local design guidelines and the Secretary of the Interior’s Standards, if the building is designated on the National Register of Historic Places.

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### Eligible Improvements:

Proceeds from the program may be used for any of the following purposes, but are not necessarily limited to:

1. **Lighting**
  - a. Must be improving visibility, but not impacting residential units
  - b. Façade and/or display window lighting
  - c. Additional exterior lighting
2. **Cameras**
  - a. Add or replace outdoor cameras (must offer Brookings Police Department access to exterior facing cameras)
3. **Action**
  - a. Addition of outdoor landscaping
  - b. Add, repair, or replace outdoor dining/seating options
  - c. Addition of functional art installations

### Ineligible Improvements:

1. **General Maintenance:** Grants typically do not cover routine maintenance tasks like regular cleaning, repainting, or minor repairs that are considered part of the property owner's ongoing maintenance responsibilities.
2. **Non-Compliance:** Improvements that do not comply with local zoning or historic preservation guidelines, building codes, or which do not adhere to the "Downtown Brookings Design & Maintenance Guidelines" may be ineligible for funding.
3. **Services:** Labor done by the business or property owner, architectural and engineering design services, building permits & fees are all non-reimbursable expenses.

### Selection Criteria:

The level of funding, if any, is at the discretion of the review committee but should be consistent with how each project or proposal meets or exceeds the criteria listed below. Not all criteria apply to every project or proposal.

1. Project eligibility/feasibility
2. Quality of materials
3. Design
4. Adherence to historic preservation design guidelines
5. Availability of funds

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## **Application Process:**

### **Application Locations:**

Applications can be obtained from the Downtown Brookings Office  
(414 Main Ave, Brookings, SD 57006) or on the Downtown Brookings website.

1. **Pre-Application Consultation:** Applicants are encouraged to seek consultation with Downtown Brookings and City staff to discuss project feasibility, eligibility, and appropriate application materials, if applicable.
2. **Submit Application:** Applicants must submit a completed application along with all required information and documents:
  - a. Current digital photos of all building facades/entrances visible from the public right-of-way which will receive improvements
  - b. Project plan which includes enough detail to depict the proposed improvements and a narrative outlining *all of the proposed improvements*
  - c. Cost estimates with detailed costs for each improvement
3. **Review and Approval:** A review committee will evaluate each proposal. Based on funding availability and selection criteria, successful applicants will be notified. Should funding not be available at the time, applicants will be notified, placed on a waiting list, and contacted when additional funding next is available.
4. **Grant Award:** Approved applicants will receive a Conditional Grant Award Letter specifying the grant amount and any additional considerations.
5. **Project Forms:** Before any work may commence, the applicant will need to submit any required permits or approvals. Without these forms, the applicant will not be eligible for reimbursement. See City staff for these forms, if applicable.
6. **Reimbursement:** The applicant must submit a copy of paid invoices or credit card receipts they wish to be reimbursed for. Downtown Brookings will disburse grant funds to the applicant following a final inspection to verify that the work is consistent with the approved grant application and plan. Reimbursements will not exceed the amount on the conditional award letter. Approved grant funds are available to the applicant for 120 days from the date of the Conditional Grant Award Letter. Reimbursement checks will be issued within 60 days and will be made payable directly to the applicant.
7. **Additional Considerations:** No portion of the funds may be utilized for work completed prior to the receipt of the conditional grant award letter. Work shall commence within 90 days after receiving the conditional grant award letter and must be completed within 120 days.

## **Questions?**

Please contact Kirsten Gjesdal, Executive Director, Downtown Brookings  
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