

## Façade Improvement Grant

This grant program is provided by the City of Washington C.H. to assist small businesses located within Washington Court House, with funding for façade improvements. Building/business owners will use this grant to support highly visible improvements to buildings and storefronts.

Assistance is in the form of a grant.

All eligibility requirements are in the attached program guidelines and must be met before authorization of funding will be granted.

Grants will require repayment only if terms of grant agreement are not met.

## Grant Basics

### Funding Details:

- Grants will not exceed \$ 10,000.00.
- Grants will be disbursed:
  - When the project has been determined to be fully completed with all grant requirements met
  - Grantees will have 12 months after the finalization of the subgrant agreement to complete their façade improvement projects
  - Interested applicants will submit a grant application form detailing their project, which the City of Washington Court House will review, in cooperation with the Historic District Review Board (HDRB)

### Grantee Eligibility:

- Building owners and business owner tenants of commercial and/or mixed-use buildings located within the historic district of downtown Washington Court House, and city limits.
  - Business owner tenants must demonstrate written approval from the building owner in order to be considered eligible.
- Business owner tenants of commercial and/or mixed-use buildings located outside the historic district of downtown Washington Court House, and city limits.
- Less than 25 employees
- For profit business
- Less than \$4 million in gross sales

### Grant Use:

- The funds must be used towards exterior rehabilitation or improvement of existing commercial and/or mixed-use buildings within the Historic District. These funds are intended to help stimulate local economies; so, projects improving the exterior of local businesses and local mixed-use (commercial and residential) buildings will be priorities.
- Eligible projects include, but are not limited to:
  - Awnings, canopies, storefronts, doors, paint;
  - Roof; which is contributing to / complimentary of the architecture of the building
  - Landscaping;
  - Exterior lighting;
  - Window repair;
  - Masonry work;
  - Signage.
- All historical districts' proposed rehabilitation work and improvements must be submitted to and approved in advance by The City of Washington Court House, in accordance with the Historic District Review Board (HDRB)
- Successful applicants must preserve and repair original historic materials wherever possible.
- No portion of the funds may be utilized for interior improvements to the building.
- No portion of the funds may be utilized for work completed prior to the grant.

## Grantee Requirements

Grantees will:

- Submit a Façade Improvement Grant program (FIG) application
- Submit all proposed rehabilitation and improvements
- Submit a project completion schedule (form will be provided)
- Applicants will be required to comply with all Federal and State Civil Rights and Equal Employment opportunity laws and agree not to discriminate on the basis of race, color, sex, religion, marital status, disability, age, sexual orientation, or national origin.
- Applicants will be required to hire insured and bonded contractor(s)

Timeline:

- Funding of the Façade Improvement Grant will begin after the application is approved
- Grants will be disbursed:
  - When the project has been determined to be fully completed with all grant requirements met.
- All grant-funded projects must be completed within 12 months from application approval

**Section 1 - Applicant**

Name of Applicant: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_ Date Established: \_\_\_\_\_

Type of Company/Organization:

- Limited Liability Company
- Limited Partnership
- Partnership
- S Corporation
- C Corporation
- Sole Proprietorship
- Nonprofit Organization

Contact Person/Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Is the applicant the owner of the building?**

*Note: The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.*

- Yes. The building owner is required to provide proof of ownership such as payment of property taxes or property deed
- No. If the applicant is not the owner of the builder, the applicant is required to submit written evidence of building owner's approval of the application. Also, please complete the below box located on page 5.  
Note: The owner's approval can be shown in a simple letter.

**Please provide building owner's contact information.**

Applicant is the building owner. If applicant is the building owner, and the contact information is the same as above, you can leave this section blank.

Name of Owner/Company/Organization: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**In the past, has the applicant received financial assistance from The City of WCH, Community Development Block Grant, Ohio Historic Preservation Tax Credit, or a private foundation?**

Yes

- Project Name(s): \_\_\_\_\_
- Name of Program(s): \_\_\_\_\_
- Year(s) Received: \_\_\_\_\_
- Amount(s): \_\_\_\_\_
- Was the financial assistance in the form of a grant? \_\_\_\_\_

No

## Section 2 – Project Design Review

Please see GRANT USE on page 2 for details on eligible work.

Please attach the following supplements to fully illustrate the project's scope of work:

- A narrative description of the project scope
- Scope of work
- A copy of the quotes/estimates executed between the applicant and general contractor and/or subcontractors for the project
  - Contractor scope of work with cost estimates
- Construction timeline
- Renderings and/or architecture plans (if available/applicable)
- Photos of current condition.

### Project Property

Building Name (if applicable):

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Building Address:

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Business Name (if applicable):

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The current status of the project property is:

- Vacant  
 Occupied

### Project Scope of Work

Describe the scope of work of the project, including all proposed exterior work. Please attach any illustrations or specifications that show complete scope of work (please see above).

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Project construction:

Work is expected to begin \_\_\_\_\_(MM/DD/YY) and be completed by \_\_\_\_\_(MM/DD/YY)

**Section 3 - Financing**

In addition to the questions in this section, please complete Exhibit A as appropriate.

*Please see GRANT AMOUNTS AND TERMS on page 1 for further details.*

Total Estimated Project Cost: \$ \_\_\_\_\_

Requested Grant Amount (cannot exceed \$10,000 of the total project cost): \$ \_\_\_\_\_

Requested Grant Term (cannot exceed one year): \_\_\_\_\_ months

Describe any other current or proposed liens on the property:

1. Other existing liens: \_\_\_\_\_

2. Other proposed liens: \_\_\_\_\_

Acting as a duly authorized representative of the described project and its sponsoring company/organization, I am submitting this request for financial assistance from the City of Washington Court House Facade Improvement Grant. I have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

*Please complete the attached Exhibit A as appropriate.*

**EXHIBIT A – Project Budget**

Instructions: Provide a budget for the project with cost estimates and indicate assumptions for all estimated costs. Total project costs must equal total project sources.

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**Anticipated Sources and Uses**

- Please list all of the sources and uses of the project.
- Sources include the grant you are requesting with this application, plus any other financing that will go into the project
  - Bank financing, owner cash, and/or other grants.
- Uses include eligible façade improvements, which can be found on 2
- The total source amount must equal the total Project Cost.

Example listed below:

Sources	\$ Amount	Uses	\$ Project Cost
Ex: Owner Funds	\$5,000.00	Paint Exterior building	\$15,000.00
Façade Funds	\$10,000.00		
<b>Totals:</b>			



## The City of Washington Court House Façade Improvement Grant FIG Program

### ✓ Application Checklist

#### ✓ Signed and Dated Grant Application

#### ✓ Proof of Ownership

- *Note: The owner can show proof of ownership with a copy of the property tax records or a copy of the deed.*
- *If the applicant is NOT the owner of the builder, the applicant is required to submit written evidence of building owner's approval of the application. Note: the owner's approval can be shown in a simple letter.*

#### ✓ Completed Design Review Request Form and Scope of Work

- A narrative description of the project scope
- Scope of work
- A copy of the quotes/estimates completed between the applicant and general contractor and/or subcontractors for the project
  - Contractor scope of work with cost estimates
- Construction timeline
- Renderings and/or architecture plans (if available/applicable)
- Photos of current condition.

#### ✓ Exhibit A

- Project Budget
- Anticipated Sources and Uses