

Façade Grant Program



Grant Purpose

The purpose of the program is to enhance the economic and social vitality of our community by improving the façade of commercial buildings in the Douglas Community. This program is offered to members of The Enterprise to assist in off-setting the costs of quality design and incorporating and/or preserving the character of each building.

Grant Funds

There will be a total of \$50,000 available. The Enterprise will pay the full cost of a project that will cost \$1,000 or less. The Enterprise will pay 50%, up to \$5,000, of the cost of individual projects over \$1,000, the grantee is responsible for the balance.

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|-----------|----------------------------------|-----------------------------------------------------|
| Examples: | 1. Total project cost = \$950 | The Enterprise pays \$950, grantee pays \$0. |
| | 2. Total project cost = \$10,000 | The Enterprise pays \$5,000, grantee pays \$5,000. |
| | 3. Total project cost = \$15,000 | The Enterprise pays \$5,000, grantee pays \$10,000. |

Funds will be handled on a reimbursement basis after the project is completed, providing the business has passed the City inspection (if required.)

Eligible Applicants

Property owners, or tenants with written permission of the property owner, are eligible to apply. Only one application per owner or tenant per year as funds are available will be considered. Applicants must be a Silver, Gold or Platinum member in good standing of The Enterprise.

Grant Guidelines

Grants are available for improvements to the exterior only. This includes anything on the exterior that is attached or a part of the building. Allowed projects include maintenance and renovations such as: new paint, trim, siding, signage, awnings, doors, window repair, walkway pavers, landscaping, exterior lighting, exterior architectural amenities, roof, foundation, tile, pavement replacement between entry and public sidewalk, accessibility improvements for ADA compliance, and cleaning of exterior brick or concrete. (50% of contributed funds can be "In-Kind" contributions i.e. labor and or building material s) All "In-Kind" donations require committee approval and applications including these contributions must be accompanied by a minimum of two professional bids.

Signage:

For attractive permanent signage (includes free-standing signs and signs attached to the building.) Signage must be done by a professional and experienced sign company. Requires 1 bid; a sign rendering or description; completed application; before and after photos.

Maintenance:

Maintenance includes minor improvements and maintenance that do not change the overall façade design, such as painting the same or very similar color scheme, trim, siding, door, windows. Requires 2 bids; completed application; before and after photos.

Renovations:

For major work that changes the façade design or building structure, such as a different color scheme, different materials/colors of siding, changing the number or size of windows, doors, awnings, or change in roof line requires 2 bids; rendering or elevation drawing; completed application; before, after, and in progress photos.

All paint must be purchased from a Douglas retail business. **(Any exceptions must be given prior approval in writing from the Enterprise.)** We request Douglas businesses be given consideration for all other materials. We request consideration be given to Converse residents and businesses to do the work.

All work to be completed in the Douglas Historic District must be in compliance with the Rehabilitation Standards for the Downtown Douglas Historic District and the Downtown Area Design Guidelines. The Enterprise staff will review all applications before they are taken to the City. The Department of Planning and Community Development for the City of Douglas will review all applications for compliance to all standards and guidelines and provide verification. All other work must be done according to applicable codes, regulations and inspections.

An approved color palette will be selected. Applicants in the downtown district must comply with this palette. Applicants outside the downtown district will be encouraged to select paint colors from this palette.

Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant.

Projects must be completed within 1 year from the grant approval date, or risk availability of funds if a written request for an extension is not received.

Contact Information

Name of Business _____

Property Address _____

Mailing Address _____

Applicant's Name _____

Applicant's Phone _____

Applicant's Email _____

My project is:

_____ Signage

_____ Maintenance

_____ Renovation

Renovation Project Details

Total Project Budget \$ _____ Amount Requested from the Enterprise \$ _____

Project Start Date _____ Project Completion Date _____

Preferred Contractor(s) _____

Building Permit Needed? ____ Yes ____ No

Submittal Requirements

1. Complete, sign and return the application to the Enterprise via mail or in person to 130 South Third Street, Douglas WY 82633; or email facadegrant@candowyoing.com
2. If the applicant is the owner of the building, please submit a copy of the property tax bill to verify ownership. A tenant needs a notarized letter of approval from the property owner.
3. Submit a detailed written summary and sketch of improvements or modifications along with samples, when applicable, and color photographs of the existing structure or area.
4. Construction bid(s) with cost estimates for each improvement.
5. Evidence that the project complies with the City of Douglas Building Codes, and if required, the Downtown Design Guidelines.
6. Applicants are required to submit evidence that adequate funds are available to pay for their portion of the project. Please demonstrate the source and amount of the funds to be used for that purpose, a simple letter from your financial institution will meet this requirement.

Once your application is submitted, it will be reviewed by our Façade Grant Committee. Should you have questions or concerns you are encouraged to meet with or discuss your application with a member of the Façade Grant Committee or Enterprise staff prior to approval. The Committee will meet as needed in order to review the grants in a timely manner.

The application must be submitted before work begins.

Checklist

1. Completed application form _____
2. Proof of ownership or a notarized letter of authorization from the property owner _____
3. Detailed summary of the proposed improvements. Including color and material samples. _____
4. Estimates for materials, labor, etc. _____
5. Worksheet of the itemized cost of the project. _____
6. Color photographs that display the existing condition of property. _____
7. Building and/or site plans for improvements. _____
8. Evidence that the grantee complies with the City of Douglas building codes and/or the Downtown Design Guidelines. _____

9. Demonstrate source and amount of funds to be used to pay grantee's portion. _____

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes & permits, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the Enterprise and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Grant Program.
- The property owner agrees to maintain the property and improvements.
- The applicant understands that the Enterprise reserves the right to use all façade renderings and before and after photos in marketing materials and to show potential applicants.
- The applicant understands it is their responsibility to pay their selected contractors, and the Enterprise is not responsible for unpaid bills to contractors.
- The applicant agrees to post the Enterprise Façade Grant Sponsor sticker on the building window in a visible place.
- The applicant understands this is a reimbursable grant. All costs must be paid by the applicant, and the Enterprise will issue a check once sufficient project receipts and invoices are submitted. Once the project is completed, the applicant must submit the following items:
 - Copies of all bills and invoices or supporting documents for labor and materials;
 - Copies of confirmed payment (receipts, cancelled checks, etc.);
 - A final photograph of the work.

I acknowledge I have received and understand the Façade Improvement Grant Program conditions and guidelines and shall follow all such conditions and guidelines.

Applicant Signature _____ Date _____

Received by _____ Date _____ Time _____