

The Enterprise Building Façade Beautification Grant

The purpose of this program is to enhance the economic and social vitality of our community by improving the façade of commercial buildings in the City of Douglas. This program is offered to members of The Enterprise to offset the cost of building beautification.

The Enterprise will pay 50%, up to \$5,000 per project.

Examples:

- Total project cost = \$950 The Enterprise pays \$950, grantee pays \$475.
- Total project cost = \$10,000 The Enterprise pays \$5,000, grantee pays \$5,000.
- Total project cost = \$15,000 The Enterprise pays \$5,000, grantee pays \$10,000.

Funds will be handled on a reimbursement basis after the grantee has passed final City inspection (if required). It is the responsibility of the grantee to provide evidence of completion.

Eligible Applicants

Applicants must be a Silver, Gold, Platinum or Diamond member in good standing. Property owners, or tenants with written permission of the property owner, are eligible to apply. Only one application per building will be considered. Buildings must be in the City limits.

Grant Guidelines

Grants are available for improvements to the building exterior. Allowed projects include:

- Paint
- Trim
- Siding
- Signage – permanent; includes free-standing and attached to building; produced by a professional sign company
- Awnings
- Doors
- Windows
- Tile, brick or stone work
- Walkway pavers
- Exterior lighting
- Exterior visual elements
- Cleaning of exterior brick or concrete

Paint must be purchased from a Douglas retail business. (Any exceptions must be given prior approval from the Enterprise.) We request Converse County businesses be given consideration for all other material and labor. Applicants in the downtown district must comply with the Downtown Area Design color palette. Applicants outside the downtown district are encouraged to select colors from this palette.

The application must be submitted and approved before work begins.

For projects involving “In-Kind Contributions,” 50% of contributed funds may be in-kind (or 25% of the total project) and include labor done by the grantee. All such contributions require prior approval and applications must be accompanied by a minimum of two professional bids to verify the accuracy of the contribution.

Submittal Requirements

1. 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.

2. Submit a detailed written summary and sketch of improvements along with samples, when applicable, and color photographs of the existing structure.
3. At least 2 bids with cost estimates for each improvement.
4. Evidence that the project complies with the City of Douglas Building Codes, and if required, the Downtown Design Guidelines.
5. 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.
6. Return the completed application to the Enterprise at 130 South Third Street, Douglas WY 82633; or email facadegrant@candowyoming.com.

Applications will be reviewed by the Façade Grant Committee within two weeks of receipt of the completed application. Should you have questions or concerns you are encouraged to meet with a member of the Committee or Enterprise staff.

Application 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 improvement - 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 of compliance with the City's building codes and/or the Downtown design Guidelines
9. ___ Demonstrate adequate funds to be used to pay grantee's portion
10. ___ Completed W-9

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 (a digital/emailed copy is sufficient).
- 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.
- Prior to submitting to the Enterprise, 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 work must be done according to applicable codes, regulations and inspections.
- 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 unavailability of funds if a written request for an extension is not received and approved.

The Enterprise Building Façade Beautification Grant Application

- Name of Business _____
- Property Address _____
- Mailing Address _____
- Applicant's Name _____
- Applicant's Phone _____
- Applicant's Email _____

- My project is:
 - Signage _____
 - 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

- All items from the Application Checklist are completed and attached _____ Yes _____ No
If not, when will they be provided? _____

• I acknowledge I have received and understand The Enterprise Building Façade Beautification Grant Program conditions and guidelines and shall follow all such conditions and guidelines.

Applicant Signature _____ Date _____

Applicant Printed Name _____

Received by _____ Date _____