



Main Street Elberton

Façade and Downtown Enhancement Grant Program

This grant program is designed to stimulate investment into the revitalization and preservation of Elberton's historic downtown in several key areas:

- in the interest of public health, safety and welfare;
- to abate any continued deterioration of downtown commercial structures;
- to help in the economic recovery of downtown through increased sales in retail and commercial businesses; and
- to increase the valuation of downtown properties.

The program is a single payment reimbursement to property owners per building, and in some special situations, tenants or leaseholders. **These grants are available on a 50/50 matching basis with a cap of \$5,000 per grant for a project with a total cost of \$10,000 or more.** Façade grant funds focus on exterior work on storefronts (visible to the traveling public), as well as roof and foundation work on commercial buildings and upper-story residential spaces located in the Downtown Commercial Historic District.

No grants will be awarded for work that has already been done or for work that is covered by insurance. (Insurance proceeds for damage claims do not qualify as matching funds.) All submitted work will be reviewed for Historic Preservation design guideline requirements before any eligible work may begin. (A hearing before the Historic Preservation Commission is required for some projects depending on the scope of work.) Final approval for the grant is given by the City Manager. If awarded, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

Program details

1. Determine applicant eligibility: Eligible applicant must have been an active member of the Elberton Main Street Program for at least one year. If a tenant, the applicant must have written permission from property owner to make changes to the building, and the tenant must have at least 12 months remaining on a written lease.

2. Determine project eligibility: Eligible projects are ones which promote economic development in the downtown area and will enhance the quality of life in the community. Ideal projects include, but are not limited to, façade renovations, exterior painting, exterior awning installation or replacement, streetscape/landscaping, mural restoration, roof or other renovations that will stop serious deterioration of the building, and brick or mortar work. **Signs are not eligible for funding.**

3. Determine funding needs: The maximum award amount cannot exceed \$5,000. This will require an applicant match for the project, dollar for dollar, for the amount requested. Federal or state funds or insurance proceeds may not be used as an applicant match.

4. **Application form and agreement form.** All grant applications must include a description of all the proposed work to be done. **Color samples of all final paint selections and/or final fabric or awning material selections must be included with the application to be reviewed.** Obtain **itemized** written work estimates on all project work from contractors or project architects. Self-performed work by the applicant will be reviewed for actual material expenses, excluding labor.

5. **Return the completed application form** with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to the Main Street Elberton office located at 203 Elbert Street.

6. **The approval process will include without limitation the following:**

(a) All façade grant projects must meet current historic design guidelines, building standards and codes, as well as building permit requirements.

(b) All construction bids submitted by an applicant must be current and should be dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid components in a manner easy to understand the nature and cost of the work.

(c) Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date.

(d) As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the City to inspect the project to determine that the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City of Elberton Code of Ordinances which are applicable to the construction contemplated in the application.

(e) No applicant has a proprietary right to receive grant funds. The City shall consider any application that meets the program criteria to determine what grant amount would be in the best interest of the grant program. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives, and overall redevelopment of the Downtown Commercial Historic District.

(f) The Applicant may be required to furnish photographs of the building's exterior, roof and foundation as part of the application request and also after the construction is completed, as a condition of final grant reimbursement.

(g) The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

(h) No applicant, nor applicant agent, representative or tenant shall be entitled to receive grant approval on the same property or building if requested within **ten (10) years** from the date a previous grant was awarded by the City.

8. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Main Street Elberton office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

**Main Street Elberton
FAÇADE & DOWNTOWN ENHANCEMENT GRANT PROGRAM
APPLICATION**

Please return completed application with necessary attachments and signatures to the Main Street Elberton office. If you have any application, building or sign permit/historic preservation questions, please contact the Main Street Elberton office at 706-213-3100.

Name of Business: _____ Date _____

Project/Business Address: _____

Mailing Address (if different): _____

Business Phone Number: _____ Cell: _____

E-mail: _____

Type of Business: _____

How long has the business been at the current location? _____

Applicant is the: Property Owner _____ Business Owner _____ Other: _____

If you are under a lease agreement, when does it expire? _____

Is there a lease agreement renewal option? If so, what are the terms? _____

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number: _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition.

**Main Street Elberton
FAÇADE & DOWNTOWN ENHANCEMENT GRANT PROGRAM
APPLICATION**

Project Details

Please describe below in detail the proposed improvement to the property. The following *must* accompany this application (attach additional pages if necessary):

- Two color photographs that show existing building conditions
- Detailed sketches or drawings and plans of the proposed improvements (including placement, color, dimensions and materials)
- At least two bids on contractor letterhead

Description of proposed improvement (e.g. painting, new awning, restoration of doors or windows, new lighting, etc.): *(attach additional paper if necessary)*

TOTAL COST OF PROPOSED PROJECT BUDGET: _____

AMOUNT OF FAÇADE AND/OR SIGN GRANT REQUESTED (\$5,000 FAÇADE MAX): _____

List Contractor/Project architect Proposals and Total Amounts *(please attach original proposals)*:

1. _____
2. _____
3. _____

Attach with all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior facade, roof and foundation.

Proposed start date: _____

Estimated completion date: _____

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)? No ____ Yes ____ **If Yes to above question, describe additional work:**

Estimated cost of additional work to building: _____

Signature of Applicant: _____ **Date:** _____

FAÇADE REIMBURSEMENT GRANT AGREEMENT FORM

Please return completed with necessary attachments and signature to Elberton Main Street office. If you have any application questions, please contact the Main Street Elberton office at 706-213-3100.

- I have met with a Main Street Elberton Representative, and I fully understand the Façade & Downtown Enhancement Reimbursement Grant Procedures and Details established by the City of Elberton.
- I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and historic preservation program known as Main Street Elberton Program.
- I have not received, nor will I receive insurance monies for this revitalization project.
- I will not seek to hold the City of Elberton, 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 Facade Improvement Program.
- I will be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- I agree to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- I have read the Façade & Downtown Enhancement Reimbursement Grant Application Procedures including the Façade & Downtown Enhancement Reimbursement Grant Details.
- I understand that if I am awarded a Façade & Downtown Enhancement Reimbursement Grant by the City of Elberton, any deviation from the approved project may result in the partial or total withdrawal of the Façade & Downtown Enhancement Reimbursement Grant. If the façade or sign is altered for any reason within **one (1) year** from construction, I may be required to reimburse the City of Elberton immediately for the full amount of the Façade & Downtown Enhancement Reimbursement Grant.

Business/Organization Name _____

Applicant's Signature _____ **Date** _____

Building Owner's Signature (if different from applicant)

_____ **Date** _____