

Commercial Façade Matching Grant

Grants shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed **\$15,000 per 19 linear feet of publicly visible façade**, up to a maximum of \$30,000. Any projects totaling less than \$1,000 are not eligible. Projects shall be completed within 9 months.

Eligibility Requirements

Eligibility requirements for projects include but are not limited to the following:

- All work must be done on a publicly visible facade of an existing building.
- All work must be done on the exterior of the building and result in a publicly visible improvement.
- Façade Grant funds cannot be used to restore property damaged by collision, acts of nature or occurrences that are covered by insurance.
- Only work begun *after* approval by the FDC board will be eligible for a grant.
- All work must comply with the Architectural Design Guidelines as adopted by the Franklin Development Corporation.
- The project cost must exceed \$1,000 to be considered for a façade grant.
- The property must be used primarily for commercial purposes. Mixed use properties and 3+ residential units are eligible.
- The property must be located within or immediately adjacent to the eligible area, as defined by the FDC board.
- Routine maintenance such as painting, masonry, fencing, and lighting has to be part of a larger renovation project.

- If a property is vacant or contributing to a blighting effect on the area or neighborhood, it will take priority over other projects.
- If a property is on a major thoroughfare it will take priority over other projects.
- Applications that demonstrate major historical restoration will take precedence over smaller projects.
- Applicants should demonstrate the ability to increase the quality of materials used in the project through the assistance of this program.
- Projects with a larger total private investment being made in the entire property will be given higher consideration.
- Applications shall demonstrate how this program will deliver a higher quality project than otherwise possible.
- Projects will be funded in order of priority as compared to other applications received and based on current program funding available. Projects that meet all eligibility requirements will not automatically receive funding.
- The first draw will not be issued until all necessary permits have been obtained.

2019 Programming Timeline

Round One: \$100,000

1. Completed applications **due no later than Friday April 3, 2020 at 4:00 p.m.**
2. Staff reviews applications for completion and loan eligibility is determined by loan and grant committee: April 6-17
3. Site visits are conducted on April 21, 2020.
4. Loan and Grant Committee meets Wednesday, April 29, 2020 to determine loan and grant awards.
5. Loan and grant awards announced at the FDC board meeting on Thursday April 30, 2020 at 8:00 a.m.

Round Two: TBD

1. Completed applications **Due date TBD**
2. Staff reviews applications for completion and loan eligibility is determined by loan and grant committee
3. Site visits are conducted.
4. Loan and Grant Committee meets to determine loan and grant awards.
5. Loan and grant awards are announced at the FDC board meeting

Application Review

Properties Not Eligible

The following types of properties are not eligible for the Facade Grant Program:

- Tax-delinquent properties
- Property whose owner has any other tax-delinquent property
- Property in litigation
- Properties not located within the Integrated Economic Development Area
- Property whose intended use does not comply with the City of Franklin's zoning ordinances
- Properties known to have environmentally contaminated soil
- Properties whose owner has ANY unresolved municipal code violations within the City of Franklin

Please Note: The FDC Board reserves the right to fund all or part of an application.

Required Materials for Application

Staff will determine if the application package that is submitted is sufficiently complete to review, and will forward the application to the Design Review Committee and the Loan and Grant Committee.

The Design Review Committee will meet with the applicant on-site to discuss the specifics of the project.

The application package will be reviewed by the Design Review Committee to determine whether the project meets the architectural guidelines. It will then be forwarded to the FDC Loan and Grant Committee for review and ranking. The Loan and Committee will review the application and forward it to the full FDC board with a recommendation for approval or denial. The FDC board will consider the following factors and will give priority to projects that meet the following criteria:

- Is the project in historic district or is it in an individually eligible historic building?
- Will the project positively contribute to the city's assisted redevelopment efforts?
- Will the project ameliorate a blighting influence?
- Will the grant result in an improvement that would not be made otherwise?
- Does the project comply with the Franklin Development Corporation's Architectural Design Guidelines?
- Will the grant result in a higher quality projects than would otherwise be financially possible?
- Is there work being done to the building in addition to the façade(s)? Please provide as much information as possible regarding the total amount of private investment being made to the property.

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. ***Failure to provide required documentation will delay the review process.*** The items submitted should include:

- A completed application form
- Written permission from the property owner to conduct facade improvements
- Color photographs of existing conditions
- Samples of materials and colors to be used
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule
- Detailed proposal from contractor showing the work to be done, the costs, and the project completion schedule. Any contractor from the Approved Contractor List may be used.
- Owners who can demonstrate ability may perform work on their own building; however, they will not be reimbursed for time while acting as contractor and/or installing material. *Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay and the employees' social security numbers, etc.*
- Applications received after the date and time prescribed by the FDC for each round of funding will not be considered until the next eligible round of funding.

Grant Disbursement

A grant shall be limited to no more than 50% of the total cost of eligible improvements, **not to exceed \$15,000 per 19 linear feet of publicly visible façade, up to a maximum of \$30,000**. Any projects totaling less than \$1,000 are not eligible.

The FDC Grant and Loan Committee reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the architectural design guidelines
- Does not conform to the proposals submitted with your application and authorized by the Facade Grant Committee
- Are not commensurate with the workmanship and cost customary to the industry
- Are not completed within nine (9) months. Since the Facade Grant Committee cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed by the completion date. *Requests for extensions will be considered only if made in writing and significant progress towards completion has been demonstrated.*
- FDC staff will inspect work to ensure that it complies with the approved plans. *Any changes to the approved plan will require a written request from the applicant and approval by the Design Review Committee in order to retain facade grant eligibility.*

Required Materials for Disbursement

Grant disbursements will be made periodically as the project is completed. An initial disbursement can be made immediately upon approval of the application for the purpose of purchasing the initial materials for the project. This disbursement must be accompanied by an invoice and/or purchase order for materials. Draw disbursements should be grouped as much as possible. The applicant can pay invoices and be reimbursed by the FDC, or the FDC can pay contractors directly.

- The first draw will not be issued until all necessary permits have been obtained.
- Copies of all paid invoices and checks must be submitted for each draw request. The invoices must be marked paid, signed, and dated by the contractor in order for the applicant to be reimbursed.
- The applicant should also submit photos with each draw request and allow an agent of the FDC to inspect the property before each draw.

Commercial Facade Grant Program Application

APPLICANT INFORMATION

Name:
Phone Number(s):
Referred by:

FOR OFFICE USE ONLY

Application Date:	
Approval Date:	
Case Number:	
Amt Requested:	Amt Approved:

PROPERTY OWNER INFORMATION

Name:			Years Owned:
Address:			Business Phone:
City:	State:	ZIP:	Cell Phone:
Type of Ownership:		Email:	

BUSINESS AND/OR PROJECT LOCATION INFORMATION

Business Name:		Bus./Project Owner's Name:	
Address:		Phone:	
City:	State:	ZIP:	
Type of Business:		Property Use:	

PROPOSED IMPROVEMENTS (Attach Additional Pages as Needed)

Description of Improvements:	
Are there other improvements being made to the property that are not eligible for the façade grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please attach a written description to the application including the dollar amount of said improvements.	Estimated improvements cost for publicly visible facade:

The applicant owns leases the property in consideration.

The applicant has read and agrees to comply with the Franklin Development Corporation's Architectural Design Guidelines and to complete the project within the specified time allowed. All required materials for a complete application are attached to this form.

Applicant's Signature

Date