

## **Heart of Danville's Façade Improvement Grant Program**

Danville's historic commercial district houses much of our significant local history and architecture, and it serves as a regional center of civic, business, and cultural activity. Each structure in the district has unique character that makes our downtown compelling and attractive. The Heart of Danville's Façade Improvement Grant Program is intended to provide guidance and financial assistance to property or business owners to care for their historic buildings and to enhance the overall appeal of downtown Danville.

### **What Kind of Projects are Eligible?**

The Façade Improvement Grant can help pay for exterior repairs or improvements to the façade or face of your downtown commercial property. All proposed projects must preserve the architectural integrity of the structure or restore historic elements of the façade in order to qualify for funding. If your property is a corner commercial building in downtown, proposed improvements to either the façade or the side elevation viewable from the public right-of-away are eligible to receive assistance. Award-winning projects must also meet all local governmental rules, regulations, and laws, including Danville's Historic Preservation Ordinance and Design Guidelines for the Historic Overlay District.

### **Façade Improvements that Qualify**

1. Repair to the structure of the façade – replacing clapboard, tuckpointing brick work, roof work, etc.
2. Repairing existing façade windows or entries; installing historically appropriate façade windows or doors
3. Restoring historic façade features (window crowns, molding, brackets, etc.); replacing damaged features with historically appropriate elements
4. Exterior repainting (use of historically appropriate colors encouraged when applicable)
5. Replacing existing awnings or signs; installing a design-appropriate awning or signage

Ineligible projects include, but are not limited to: interior improvements, general maintenance other than painting, personal property/equipment, yard/site improvements.

### **Grant Amounts**

***Grant awards will not exceed \$2,000.*** Grant recipients must fund their projects with a match of 50% or more of the total project expense. For example, an owner's \$4,000 project could be eligible for a grant award of up to \$2,000, while an owner's \$3,000 project could be eligible for an award of up to \$1,500. If a project costs more than \$4,000, the maximum the Heart of Danville will be able to award is \$2,000. Award amounts will be based on the current budget funds available for the grant program and the potential impact of an applicant's proposed façade improvement project.

***Special consideration will be given to fund those proposed projects and their applicants who did not receive a 2015, 2016, or 2017 small façade improvement grant from HOD.***

## Project Payments and Completion

- Grant winners will receive 50% of their award total after receiving their award notice and signing all appropriate paperwork and agreeing to all the terms of the HOD Façade Assistance Improvement Grant program. When applicable, grant winners must also formally obtain a Certificate of Appropriateness from the Architectural Review Board prior to getting their first award payment.
- In order to receive the final 50% payment of their awards, grant recipients must submit appropriate documentation that the project has been completed – contractor invoices, purchase receipts, building inspector’s final report, any other kinds of documents relevant to the specific project. The Heart of Danville will also make a site visit to confirm the work was completed and done in compliance with the project proposal. Last, grant recipients will sign a release form indicating their commitment to maintain their façade improvement for a minimum of two years, prior to receiving the second half of their award payment.

## Façade Assistance Improvement Grant Program Guidelines (READ CAREFULLY)

- Priority will be given to Heart of Danville members. If you are not a Heart of Danville Member, you are still welcome to apply. If a non-member is selected as an award recipient the amount of an HOD membership will be subtracted from your final payment.
- Eligible applicants are downtown commercial property owners (including churches and attractions), as well as downtown business owners (provided they have their property owner’s permission).
- Buildings eligible for façade improvement monies must be located within Danville’s Historic Overlay District – roughly Fifth Street to Stanford Avenue and Broadway Street and Martin Luther King Boulevard (the Heart of Danville or the Architectural Review Board can be consulted for the precise boundaries).
- For projects involving structural repair to your property, your building must be at least 50 years old and a contributing structure to the historic overlay district. For projects that involve visual improvements – exterior painting or awning replacement/installation, structures of any age are eligible.
- Projects should result in repairs and restorations which are: appropriate for the particular building, contribute to the success of the current business(es), and repair a building’s façade to positively contribute to the appearance and vitality of downtown.
- Grant recipients are fully responsible for completing all aspects of the project, any relationships with contractors and suppliers, and securing all necessary municipal permits. When applicable, awards winners must obtain a Certificate of Appropriateness from the Architectural Review Board prior to starting their project. The HOD will provide grant winners assistance in navigating the COA process as needed.
- All grant winners must start their projects within two months of receiving their first round of payment, and all projects must be completed within nine months of the start date.
- Projects that have recently been completed are not eligible for this grant program.
- The project must be completed according to property or business owners’ plans approved for a Certificate of Appropriateness by the Danville Architectural Review Board **AND** the project

proposal outlined in the HOD façade grant application, including adherence to type of proposed materials, paint colors, etc. HOD must approve any changes to façade improvement plans after the project is underway, or the project may be deemed ineligible for funding.

- In order for a project to be eligible for funding, the building being improved must be in use or put back in use with the completion of the improvement project.

### How To Apply

1. Complete the attached application and submit to the Heart of Danville office by the deadline: **5:00 PM on Friday, May 25<sup>th</sup>**.
2. At least one image of the current conditions is required, but additional images and thorough project descriptions will make your grant application more competitive. Drawings of your proposed project are optional to submit, but might make it easier for the grant application review committee to understand what you are proposing to carry out.
3. You must submit a fully itemized estimate by the company or contractor who will do the work for you (which should equal the project total in your application).
4. Include a copy of any necessary permits and either your Certificate of Appropriateness application to the Architectural Heritage Board (AHB) or your issued COA (allow time for the COA process, your project must be approved by the AHB prior to receiving the first round of award payment).
5. If you are the business owner and not the property owner, you need to also submit a letter of support from your property owner that indicates he/she approves of the proposed improvements to your business and his/her building.
6. ***Incomplete applications will not be considered by the grant application review committee*** – responsibility is on the applicant to make sure their application has all necessary components to make for a complete submission.

The Heart of Danville Preservation Committee will review submitted applications to determine if they are complete and if the proposed projects are eligible for funding according to the guidelines of the award program. The Heart of Danville Board will determine the number of award winners and their amounts according to budget funds. Grant winners will be notified by phone or email by late May.

If you have questions about completing your application or appropriate contractors or awning companies to contact for job estimates, please call or email HOD Director, Nick Wade – (859) 236-2361 ext 141 or [director@downtowndanville.com](mailto:director@downtowndanville.com)

## Heart of Danville Façade Improvement Grant Program Application

### Property

Name of Building or Business(es) in Building: \_\_\_\_\_

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

Date of Construction: \_\_\_\_\_ Current Use(s): \_\_\_\_\_

### Property/Business Owner

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Email: \_\_\_\_\_ Preferred method of contact: \_\_\_\_\_

### Proposed Façade Improvement Project

\_\_\_\_\_ Entry or Window Repair/Restoration

\_\_\_\_\_ Historically Appropriate Replacement of Doors or Windows

\_\_\_\_\_ Restoration of historic architectural features

\_\_\_\_\_ Exterior repainting

\_\_\_\_\_ Awning/Sign replacement

\_\_\_\_\_ Awning/Sign Installation

Estimated time needed to complete project (in weeks or months): \_\_\_\_\_

Estimated full cost of proposed project: \_\_\_\_\_

Describe clearly and in detail your proposed façade improvement project. Feel free to attach additional pages if needed. Be sure to include a photo of the current conditions of your building or feature(s) you want to replace or improve.

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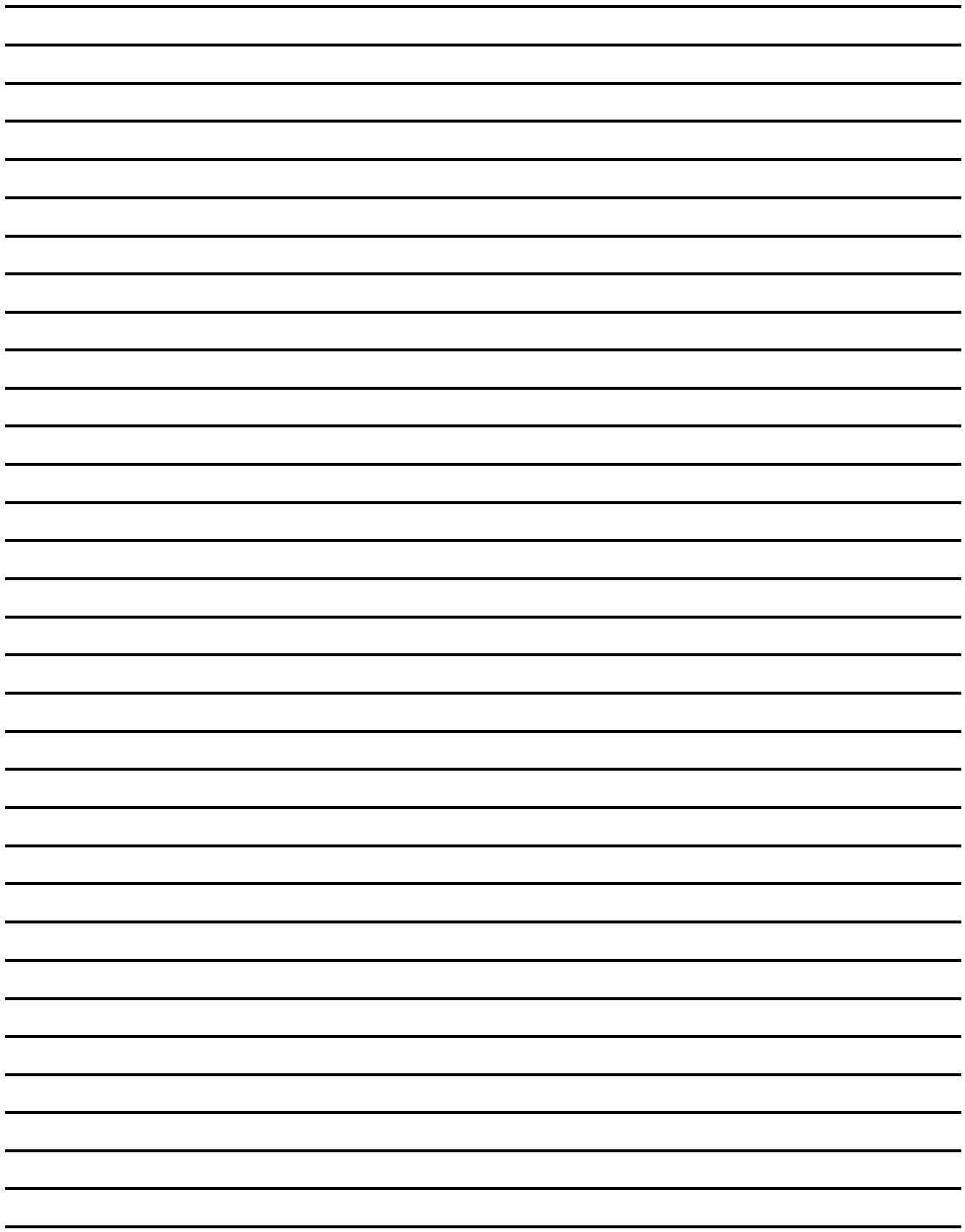
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Briefly explain how the project will improve the condition or appearance of your building:

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**For an eligible award submission, these items must also be included with your complete application form:**

1. At least one photograph of existing conditions
2. 1 *fully itemized* estimate from the company or contractor who will be completing your façade improvement project
3. Copies of any necessary permits from the City of Danville or COAs from or COA applications to the Architectural Heritage Board (AHB)
4. If you are a business owner applying for the award, you must also submit a letter of support concerning your proposed project from your property owner
5. Completed application

**OPTIONAL:** Drawings or images of proposed materials or features to be installed or repaired

I, \_\_\_\_\_ submit these are the terms of my proposed façade  
*(printed applicant name)*

improvement project as I understand them to be at this time. I know that any changes or additions to my plans must be submitted to and approved by the Heart of Danville in order for my project to remain eligible for funding. My signature also certifies that I have read, understand, and agree to all of the grant program guidelines, regulations, and deadlines of the Heart of Danville Façade Improvement Grant Program should my proposed project be selected as a 2018 award winner.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_