



SMITHVILLE, TX APPLICATION FOR FAÇADE ASSISTANCE

Façade Mini-Grant Program Objectives:

The Smithville Area Chamber of Commerce wishes to maintain and improve the quality of life for the citizens of Smithville by fostering an economically viable downtown district. Customers want to shop in an attractive and inviting environment. Property owners want to generate adequate rents from their buildings while creating a sense of pride in their investment. All of this is to be accomplished while preserving and protecting the historical integrity of the Smithville Commercial Historic District.

In order to help achieve this goal, the Smithville Area Chamber of Commerce and the City of Smithville have established a Façade Assistance Program (the “Façade Reimbursement Mini-Grant”). The program is administered by the Smithville Area Chamber of Commerce. To receive assistance under this program, qualified applicants must apply for a Certificate of Appropriateness from the Historic Preservation and Design Standards Advisory Committee at the City of Smithville, submit a completed application to the Chamber, and conduct their project under the guidelines set forth by the program.

Financial Assistance:

Applicants who qualify may receive a one-year grant with a maximum reimbursement of \$1,000 towards the total project cost. Each property owner will contribute a minimum of 50% of the project cost; the Façade Reimbursement Mini-Grant Program will contribute a maximum of 50% of the project cost, up to \$1,000. For example, if the project is exactly \$2,000, the grant will reimburse \$1,000. If the total project cost is less than \$2,000, the grant will reimburse up to 50% of the total project cost. If the project is more than \$2,000, the grant will reimburse a maximum of \$1,000.

Eligible Applicants:

- Businesses in the Smithville Commercial Historic District are eligible to participate in the grant program.
- The applicant must be a member in good standing of the Smithville Area Chamber of Commerce. Property/business owners that are not yet a Chamber member may turn in a membership application at the same time as the application for this grant.
- Eligible applicants must own the property or lease the property with the written consent of the property owner. Applicants must provide proof of ownership and/or of consent of property owner.
- Business facilities must be zoned for commercial use.
- Commercial properties must comply with state and local code requirements.

Eligible Improvements (examples):

- Removal of elements that cover historic or contributing architectural details.
- Repair of original architectural details.
- New storefront construction within existing buildings.
- Window repair with new materials and window framing visible from the street (applicants seeking tax credits are advised to contact the Texas Historical Commission prior to making ANY changes to windows).
- Removal of barriers to entry and improvements in compliance with ADA standards.
- Restoration or replication of signage.
- Improvements of awnings and restoration of original-style awnings.
- Improvements to exterior lighting.
- Permanent plantings or landscaping (excludes potted plants).

- Improvements that help make the building more energy efficient.
- Other improvements can be made if they meet the objectives of the program and have PRIOR written approval of the Smithville Area Chamber of Commerce.

NOTE: Applicants may provide a letter of support from the Smithville Heritage Society (SHS). Applicants interested in the State/Federal Tax Credit Programs are encouraged to reach out to the Texas Historical Commission (THC) Project Review Office as early as possible, and to provide a letter of support from the THC if applicable to the project (for more information, go to: www.thc.texas.gov/project-review).

Ineligible Improvements (examples):

- Projects that have been initiated prior to an executed agreement are NOT eligible to participate.
- Removal of original or architecturally important features.
- Interior improvements not visible from the street.
- Roof repair not visible from the street.
- Addition to part of the building.
- Other proposals may also be considered ineligible.

Grant Guidelines:

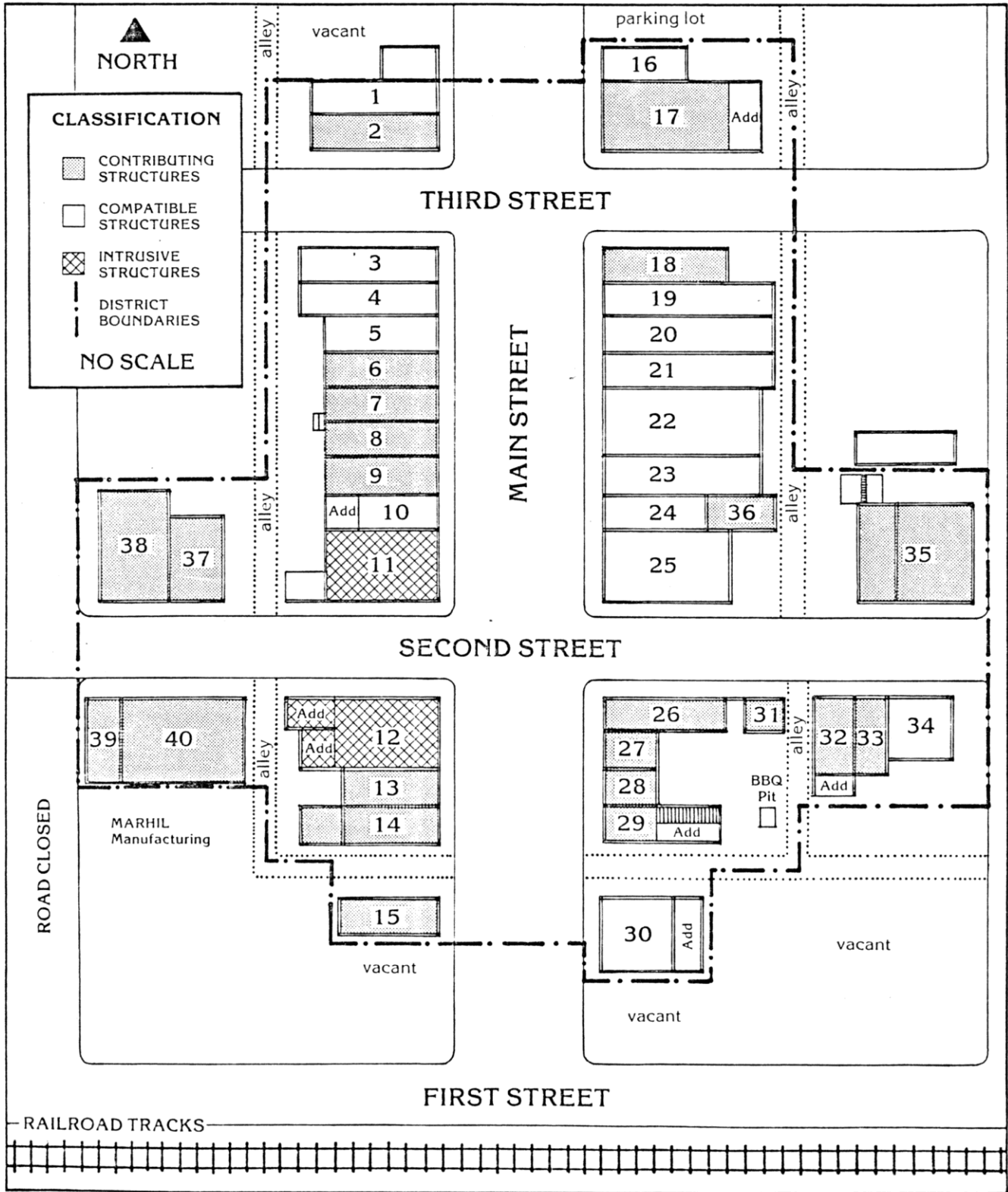
- Grants that score a minimum of 70 will be administered on a “first come, first served” basis, dependent upon the availability of funds.
- No grant will be awarded for work that has already been initiated or completed. Building or business owners must apply for the grant before work has begun and must complete all post-award paperwork prior to starting the project.
- The funding cycle shall be from January 20 to September 30 of a given Fiscal Year. The Chamber shall be under no obligation to utilize all designated funds during a funding cycle. The Chamber may elect, but is not obligated, to hold over any pending applications. The Chamber is under no obligation to establish future funding cycles.
- Grant funding will be limited to one grant to any single building during a given funding cycle.
- The Smithville Historic District Design Standards document must be used as a reference when making any improvements to properties in the Smithville Commercial Historic Districts and the Historic Preservation and Design Standards Advisory Committee must be engaged to provide a Certificate of Appropriateness for any relevant proposed change in the Historic Business District.
- Applicants are encouraged to submit letters of support from SHS and/or THC with their application for applicable projects.
- Approved projects must be completed within six (6) months of approval. Successful applicants must turn in all receipts for approval and reimbursement. If the applicant is unable to complete the work within this timeframe, the applicant must make a written request for an extension thirty (30) days prior to the final date of the contract period. Extensions will be limited to two (2) sixty (60)-day periods.
- Projects not completed according to the application will be denied funding.
- Funded applicants must provide visible signage on their property describing the improvement.

Grant Application Process:

1. Applicants must complete all sections of the Grant Application no later than August 31 in a given Fiscal Year. Use the checklist to ensure all requested attachments to the application are provided.
2. Applicants must meet with the Chamber of Commerce Executive Director.
3. Members of the Chamber of Commerce Economic Development Committee will review applications. Each member will score the application based on the scoresheet provided.
4. The Chamber will respond to each applicant within sixty (60) days of the receipt of the application.

The stated deadline does not guarantee that funding will be available. Contact the Chamber of Commerce for more information about the availability of funds prior to starting the application.

SMITHVILLE COMMERCIAL HISTORIC DISTRICT





SMITHVILLE AREA CHAMBER OF COMMERCE FAÇADE MINI-GRANT APPLICATION

Checklist

Provide a copy of this checklist along with your completed application.

- Checklist
- Completed Application
 - Applicant/Project Information
 - Scope of Work (Narrative)
 - Budget
 - Application Agreement Form
- Proof of ownership by applicant or property owner and Written Consent by Property Owner if application is being submitted by Lessee
- IF APPLICABLE:** Certificate of Appropriateness provided by the Historic Preservation and Design Standard Advisory Committee (for more information contact Jill Strube: 512-237-3282 x 2109 /jstrube@ci.smithville.tx.us)
- IF APPLICABLE:** Letter of Support from the Texas Historical Commission (for more information: www.thc.texas.gov; Phone: 512-463-6100; Email: thc@thc.texas.gov).
- ENCOURAGED:** Letter of Support from the Smithville Heritage Society (for more information: www.facebook.com/SmithvilleHeritageSociety)
- Current Exterior Photo(s) of Building and, if available, Historic Photo(s)
- Cost Estimate(s) for specific budget items (dated no earlier than 90 days from grant application submission)—may be contractor estimate, screen shots from Internet sites, or price list from stores.
- Explanation of Scope of Work (Narrative)
- Architectural Drawing of Proposed Façade
- Color Samples of Paint & Material Selections—the Chamber reserves the right to request more information about the proposed materials if necessary
- Date of meeting with Chamber of Commerce Executive Director: _____

Signatures: _____
Chamber Executive Director

Applicant

- Check here to confirm membership in Smithville Area Chamber of Commerce.
- If awarded, I confirm that I will purchase and prominently display a plaque commemorating the Grant Program.
- I understand the Chamber of Commerce encourages the purchase of local goods and services for this façade grant program and I will make every effort to SHOP LOCALLY for this project.**



**SMITHVILLE AREA CHAMBER OF COMMERCE
FAÇADE MINI-GRANT APPLICATION**

Applicant/Project Information

Name of Applicant(s): _____

Applicant's Day Phone: _____ Cell Phone: _____

Email Address: _____

Name of Business: _____

Federal ID #: _____

Physical Address of Project: _____

Mailing Address (if different): _____

Name of Building Owner (if different): _____

Mailing Address of Building Owner (if different): _____

Building Owner's Phone: _____ Email: _____

Labor will be: Hired Myself Volunteer

NOTE: All applicable labor must be bonded and insured when required by permit or ordinance.

If an organization plans to provide volunteer labor, please provide the name of the organization and contact information below.

Volunteer Organization (if applicable): _____

President/Chair: _____

Cell Phone: _____ Email Address: _____

Façade Grant applicants must consult with the Executive Director of the Smithville Area Chamber of Commerce before finalizing plans.

I request a consultation with the Chamber Executive Director. contact me at: _____ (preferred method of contact) to schedule a meeting.

Applicant's Signature: _____ **Date:** _____

All projects must comply with City of Smithville Ordinances and Building Codes.

**For more information, contact the Smithville Area Chamber of Commerce
PO Box 716, Smithville, TX 78957 – (512) 237-2313 – April.Daniels@smithvilletx.org**



**SMITHVILLE AREA CHAMBER OF COMMERCE
FAÇADE MINI-GRANT APPLICATION**

Scope of Work

1. What are your plans and ideas for the facade improvement?

2. How do they fit with the Smithville Historic District Design Standards? (Be as specific as possible, referring to page and section numbers for additional clarity.)

3. What comments have you received from the Texas Historical Commission (THC), the Smithville Historic Preservation/Design Standards Advisory Committee, and/or the Smithville Heritage Society (if appropriate)?

4. What is your projected start and completion date?

Projected Start Date: _____ Projected End Date: _____

5. Why did you choose the specific colors/materials for the proposed façade improvement?

6. How can we specifically assist you?

All projects must comply with City of Smithville Ordinances and Building Codes.



**SMITHVILLE AREA CHAMBER OF COMMERCE
FAÇADE MINI-GRANT APPLICATION**

AGREEMENT FORM

I have met with the Executive Director of the Smithville Area Chamber of Commerce and I fully understand the Façade Reimbursement Mini- Grant Procedures and Details established by the Committee. I hereby ascertain that I intend to use this grant for the aforementioned exterior renovation project which supports the Chamber’s program of activity, to forward the efforts of the downtown revitalization and historic preservation program known as the Smithville Façade Mini-Grant.

I understand that if I am awarded a Façade Mini-Grant by the Committee, any deviation from this agreement may result in the withdrawal of the Grant funds.

I understand that the Façade Mini-Grant will be administered through a reimbursement process once the project has been completed as agreed upon, receipts are shown for the work completed, a photo is provided showing the completed project, and appropriate City/Chamber personnel have inspected/approved the project (to be coordinated as appropriate).

I have read the Façade Reimbursement Mini-Grant Application Procedures including the Façade Reimbursement Mini-Grant Details. I understand that if I am awarded a Façade Mini-Grant, any deviation from the approved project may result in the partial or total withdrawal of the Façade Mini-Grant. I agree to complete the approved project within six (6) months of the date of approval of the project. I agree not to alter or change the façade improved with the grant funds without the prior written approval of the Smithville Area Chamber of Commerce within five (5) years from the date of issuance of the Occupancy Permit by the City of Smithville. If the façade is altered for any reason within five (5) years from the completion of construction, I may be required to reimburse the Smithville Area Chamber of Commerce immediately for the full amount of the reimbursed Façade Mini-Grant Award.

I agree to hold harmless, indemnify, and defend the Smithville Area Chamber of Commerce the City of Smithville, and the officers, agents and employees of said organizations from and against any claims for injuries or property damage caused by myself and my agents or employees during the course of this agreement.

I understand that the Façade Mini-Grant Program Awards will be administered on a first come, first served basis as long as funds are available, and that all decisions of the Committee are final.

I understand that all projects must comply with the City of Smithville ordinances and building codes.

Business Name: _____ Address: _____

Applicant’s Signature: _____ Date: _____

Building Owner’s Signature _____ Date: _____

Smithville Area Chamber of Commerce
Executive Director Signature _____ Date: _____

Notary: _____ Date: _____



SMITHVILLE AREA CHAMBER OF COMMERCE FAÇADE MINI-GRANT APPLICATION

Façade Reimbursement Mini-Grant Details

If funded through the Smithville Façade Mini-Grant Program, applicants must adhere to the following reimbursement procedures and practices.

1. The Applicant must keep a copy of the application and the final award documentation and/or approved budget amendments on file at the project location for a minimum of five (5) years.
2. The Applicant can only be reimbursed for work provided on the original budget as described through the scope of work, or with any approved budget amendments. Approval letters from the Chamber of Commerce must be requested prior to any changes to the anticipated expenditures. The approval letter must be included in any transaction regarding reimbursement once a change has been requested.
3. Expenditures may vary by 10% on any given line item, but the total cost for the Grant Request will not change after the project has been approved.
4. The Applicant must provide copies of the actual expenditures along with proof of payment (copies of canceled checks, copies of credit card statements with other transactions redacted, invoices and receipts, and any other proof of expense and payment).
5. The Applicant must apply for reimbursement after the project has been completed. The reimbursement request must include the following:
 - a. The working budget (including any approved changes)
 - b. Copies of invoices/receipts for approved line items
 - c. Copies of proof of payment including canceled checks and credit card statements
 - d. Photos of the improvement (before and after)
 - e. Brief written narrative about the project process and experience with the program
 - f. Inspection form approval (form to be provided by City/Chamber)
6. Reimbursement requests should be made within 60 days of project completion.
7. If the façade is altered for any reason within five (5) years from the completion of construction, I may be required to reimburse the Smithville Area Chamber of Commerce immediately for the full amount of the reimbursed Façade Mini-Grant Award.



SMITHVILLE AREA CHAMBER OF COMMERCE

FAÇADE MINI-GRANT APPLICATION

Façade Mini-Grant Application Score Sheet

<p>Appropriateness of Project (1-10)</p> <p>Does the proposed project comply with the “Smithville Historic Commercial District Standards”? Does construction, renovation or exterior changes compliment the nature of the street/block where the property is located? Is the proposed new construction or improvements complimentary to the neighborhood or the historic era of the building? Does the applicant show that he or she worked with neighboring businesses or community organizations when formulating the project plans?</p>	
<p>Creativity (1-5)</p> <p>Was the environment considered for the new or renovated improvements? Are eco-friendly materials proposed? Do the aesthetic enhancements chosen demonstrate cooperation with the neighborhood or City at large?</p>	
<p>Timeliness (1-5)</p> <p>Are the appropriate professionals (engineers, architects, etc...) ready to do the proposed work? Did the applicant submit a timeframe with the project?</p>	
<p>Community Impact (1-10)</p> <p>Did the applicant create an improvement plan which benefits the overall neighborhood? Does the project benefit the community as a whole? Does the applicant plan to hire local Smithville / Bastrop County contractors (where available) and to shop locally for materials (i.e., Smith’s Supply/Apple Lumber)?</p>	
<p>Permanent, Tangible Improvements (1-10)</p> <p>Is the proposed construction or improvements permanent, in that they will increase the value of the property? Will the proposed construction or improvements become affixed to the property in a way that if the property is sold, will remain with the property or structure? Do the enhancements to the property demonstrate significant return on investment?</p>	
<p>Economic Impact (1-10)</p> <p>Will this project result in any economic growth (i.e. support existing business, add local employment, increase number of local customers or frequency of patronage, encourage commercial occupancy of a vacant space, increase in building value, etc.).</p>	

<p>Preservation (1-18)</p> <p>Does this new construction or existing building reside within a designated historic district (National Trust for Historic Preservation, National Trails System or National Register of Historic Places)? If it is an existing building is the individual building recognized as a contributing historic structure by the National Register of Historic Places? Does the Smithville community at large recognize this structure as having historical significance to the community? Is it located in the Smithville Commercial Historic District? Is this building older than 50 years? Does the plan meet design guidelines? Does it intend to restore the building to historical features as much as possible?</p>	
<p>Is the building a “Contributing” structure? (1 point, if yes)</p>	
<p>Has the building owner applied for a City of Smithville Historic Marker? (1 point, if yes) NOTE: Marker applications may be concurrent with Façade Grant Applications.</p>	
<p>Rehabilitation (1-20)</p> <p>Does the condition of this property inhibit its use as a contributing commercial structure? Does this property have a history of vacancy? Is there a history of frequent tenant turnover? Is this property adjacent to distressed properties? Does the property owner show a clear demonstrated need for rehabilitation funds?</p>	
<p>Location & Visibility (1-10)</p> <p>Is this construction/improvement positioned in a high-traffic or highly-visible part of the building? Does the property owner understand that he/she will need to prominently display the plaque commemorating the Grant Program if awarded the funds?</p>	
<p>Total Score</p>	

Projects will be considered* under the following rating system:

- 0 – 59 Poor
- 60 – 69 Fair
- 70 – 79 Average **
- 80 – 89 Good
- 90 – 100 Excellent

** The Chamber of Commerce and/or the City of Smithville retain(s) the right to determine whether or not to support any project regardless of rating or available funds.*

*** Projects must make a minimum score of 70 to be considered for grant funds.*

Approvals (Chamber use only)

Received by Chamber: Date: _____ Approved by Chamber: Date: _____

Notice to Proceed: Date: _____ Completion: Date: _____