



## 2023 QUICK IMPACT FAÇADE GRANT PROGRAM

Discover Downtown Washington, a new organization focused on revitalizing our downtown district, is partnering with the City of Washington and Daviess County to launch our **QUICK IMPACT FAÇADE GRANT PROGRAM**. This program is intended to create an opportunity that will stimulate quick improvements to the exteriors of the buildings within downtown Washington, Indiana. Although a small grant, this program is designed to reflect quick, tangible, positive change downtown through enhanced aesthetics.

Grants will be awarded a one-to-one match of the approved improvements. No minimum project amount will be enforced. The maximum match will be \$3,500. In total, the program will provide a maximum of \$35,000 in grant funding for the 2023 calendar year.

Grants will be awarded on a reimbursement basis, following an application procedure, review by the grant committee, approval, and implementation. Disbursement is contingent upon submittal of cost invoices from contractors and tradesmen and inspection of work by the Discover Downtown Washington Grant Committee.

### ELIGIBLE PROPERTIES

- Intended grant recipient properties are within the Discover Downtown Washington current boundaries (see Exhibit A)
- Applicant must be current on all local and state taxes, free of contractor liens, current on all permit fees, compliant with all local municipal codes, and free of foreclosure status
- Property must have commercial activity as its primary purpose

### ELIGIBLE ACTIVITIES

- Cornices, signage, entrances, doors, decorative detail, or awnings
- Masonry repair
- Painting or cleaning as it relates to prepping for painting
- Other activities that restore the original exterior architecture
- Exterior cladding
- Window repair and replacement if part of a larger façade improvement
- Exterior lighting

### INELIGIBLE ACTIVITIES

- Interior work
- Activities not visible from the public right-of-way
- Demolition or acquisition of property
- Permit fees
- Sidewalk or paving
- Roof repairs or replacement
- Labor cost performed by the applicant or employees of the applicant

## **GUIDELINES**

- No work may begin until funding has been approved.
- The applicant must be the owner of the building, or if a lessee, must have written permission from the building owner at time of application.
- Grant funding will be limited to no more than \$3,500 per applicant.
- Local contractors, materials and tradesmen should be used for the work, if possible. Contractors, electricians, and other tradesmen must be licensed in their field as required by local and state authorities.
- Project eligibility is at the full discretion of the Discover Downtown Washington Grant Committee and Board of Directors.
- All work must be completed within 9 months of the date of the awarded grant.
- Upon acceptance of application the applicant will initiate an agreement with Discover Downtown Washington that highlights the procedure of grant payment to applicant upon completion of project
- Applications will be reviewed as submitted. Once the program funding has been utilized, no further projects will be granted for the given year.
- All projects must comply with the City of Washington zoning ordinance and all appropriate municipal, state, and federal codes and regulations related to development.
- Property or properties of the owner must not be delinquent of any property taxes, city liens or fines.

## **APPLICATION CHECKLIST:** *All information below must be submitted along with the grant application.*

- A completed Application form
- A signed Grant Agreement
- Written permission from the property owner to conduct façade 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 project (drawings, renderings, etc.)
- Detailed proposal from contractor showing scope of work, costs, and project timeline

## QUICK IMPACT FAÇADE GRANT PROGRAM POLICY

The grant policy for Discover Downtown Washington is a general standard for outlining program criteria to process grant applications consistently. The policies and guidelines shall be based on the fundamentals deemed necessary to award the grant and to protect the major assets of the City of Washington.

### **Geographic Market:**

Grants will only be awarded to properties within the Discover Downtown Washington service boundaries shown in Exhibit A. If boundaries should change within a given year, properties within the new boundaries will be eligible the following year.

### **Grant Committee:**

The Discover Downtown Washington Grant Committee shall include one Board member recommended by the Discover Downtown Washington Board of Directors as well as one member from each of the four standing committees (Organization, Design, Promotions, and Economic Vitality). The Grant Committee reserves the right to approve or deny applicants planned façade design, based on best practices learned through experience, research, and education. The Daviess County Community Coordinator shall be responsible for collecting, processing, and maintaining grant applications. The Coordinator shall provide the committee members with copies of grant requests prior to meeting. The Grant Committee will meet monthly or as necessary to discuss pending grant application requests and will provide recommendations to the Board of Directors for final approval.

### **Duties and Authority:**

The Grant Committee will review all new grant application requests to verify adherence to Discover Downtown Washington program guidelines. If the application complies with all guidelines, advances the intended character of downtown Washington, and program funds are available, the Grant Committee will have the authority to recommend the grant request to the Board for final approval. If the grant request **does not** 1.) meet all guidelines, 2.) achieve the intended character of downtown Washington, or 3.) funds are not available, the Grant Committee may deny the request. The Grant Committee will have authority to issue the approval of any request that does not meet all the guidelines. All recommended approvals and denials will be reported to the Discover Downtown Washington monthly board meeting along with a consolidated report of funds disbursed and remaining.

### **Conflict of Interest:**

Grant Committee members shall abstain their voting privileges when considering an application submitted by any person to whom they are related, whether by birth or marriage or with whom they cohabit or have a business relationship.

### **Confidential Information:**

In the ordinary course of business, the Grant Committee is exposed to confidential, financial, and company related information. Such information shall be treated with complete confidentiality to adhere to the highest legal and ethical standards. Personal financial information of all applications will be discussed in executive sessions only.

### **Grant Programs and Policy Approval:**

All grant programs and policies are to be reviewed annually by Discover Downtown Washington's Board of Directors. Modification to the programs and policies will be recommended periodically as the environment changes or as regulatory requirements dictate. Any changes to these policies will be recommended and approved by the Board of Directors.

**Policy Implementation:**

The Grant Committee, with the assistance of Discover Downtown Washington's Board of Directors, shall be responsible for implementing this grant policy and may supplement the policy with detailed guidelines and/or procedures from various loan and grant types.

**Exemptions to Policy:**

It is recognized that there will be occasions when legitimate exceptions to this grant policy arise. In no event, however, shall an exception be granted which would violate regulatory requirements. Each exception to policy shall be clearly defined in the analysis of the request and followed by a formal approval issued by the Board of Directors. In all cases, full justification for the decision is to be disclosed and documented.

**EXHIBIT A – DISCOVER DOWNTOWN WASHINGTON DISTRICT MAP**

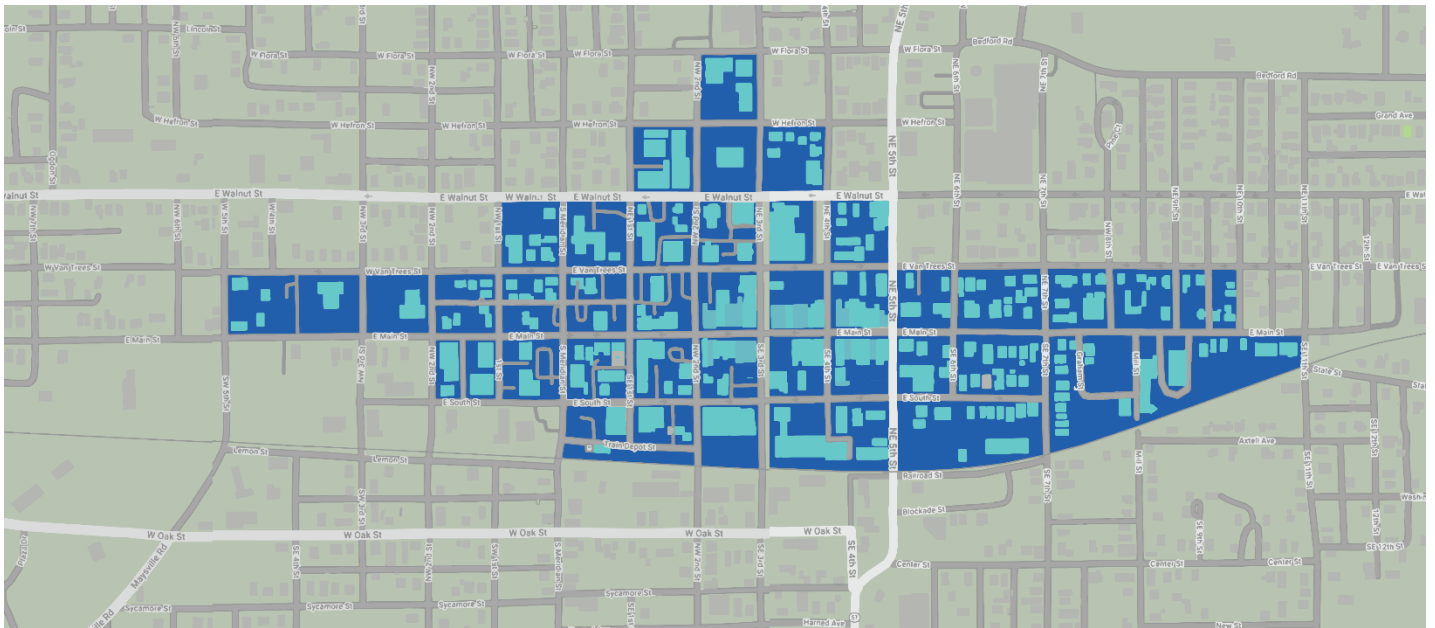


Exhibit B - Example



PLAN



BEFORE



AFTER

# 2023 QUICK IMPACT FAÇADE GRANT APPLICATION

## Applicant Information

Name:	
Phone:	
Referred by:	

## Property Owner Information

Name:	
Address:	
Type of Ownership:	
Phone:	Years Owned:
Email:	

## Business and/or Project Location Information

Business Name:	
Address:	
Type of Business:	Phone:
Project Owner Name:	
Property Use:	

## Proposed Improvements (Attach additional pages, drawings, and/or photos as needed)

Description of Improvements:	
Are there other improvements being made to the property that are not eligible for the façade grant?	If yes, please attach a written description to the application including the dollar amount of said improvements.
Estimated improvement cost for publicly visible façade:	

Circle one: The applicant **owns / leases** the property in consideration.

By signing below, I affirm that I have read and agree to comply with all **Quick Impact Façade Program** guidelines and policies, and I agree to complete the project within the specified time allowed. By signing below, I affirm that I have included all required materials as specified in the application checklist on page X.

Signature:	Date:
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**\*\*For Office Use Only\*\***

Application Date:

File Number:

Approval Date:

Amount Requested:

Amount Approved: