

DOWNTOWN BOONE DEVELOPMENT ASSOCIATION FACADE INCENTIVE GRANT PROGRAM INFORMATION SHEET 2010-2011

The purpose of the DBDA Facade Incentive Grant Program is to encourage property owners and lease holders in the municipal service district of Boone to improve the appearance of downtown buildings. Any type of facade improvement is eligible for funding, but priority is given to those projects which will make the most highly visible contribution to the overall appearance of the downtown district. Grants may be used for exterior renovations only.

I. PURPOSES

- a) Provide economic incentive to renovate building facades in the municipal service district.
- b) Encourage good design projects that rehabilitate existing properties in keeping with the Secretary of the Interior's Standards for Rehabilitation whenever possible or introduce new design which is in keeping with the existing properties.
- c) Preserve the unique historic character of the municipal service district.
- d) Priority given to applications that incorporates visible energy efficiency techniques and initiatives, such as doors, windows, seals materials.

II. ELIGIBILITY

- a) The owner of any building, structure, or site located within the boundaries of the Downtown Boone Municipal Service District Official Map of July 2010 may submit an application for FIG funding.
- b) Owners and tenants may apply for FIG funding separately; however, any tenant must have the owner's/owners' written permission to carry out any renovation described in a FIG application. Said written permission must be attached to the FIG application in order for the application to be considered for possible funding under the FIG program.

III. RULES

- a) Grants shall be awarded on a reimbursement basis only following the satisfactory completion of an exterior facade renovation as detailed in an approved FAÇADE INCENTIVE GRANT APPLICATION. Up to one-half of the total cost for a renovation may be approved with a maximum award of \$2000.00 per facade.

- b) All applications must include architectural drawings and/or explanations of proposed work as well as cost estimates or construction bids. Any changes, additions, or deletions from the description of the proposed work as stated on the application and/or FIG Grant Agreement document must be pre-approved.
- c) All projects must meet the code requirements of the Town of Boone.
- d) All projects must be completed within the time specified on the FIG GRANT AGREEMENT document unless an extension of time has been approved by the DBDA Board of Directors.
- e) When the project is completed, the applicant must submit a written request for payment as well as receipts, cancelled checks, invoices, or other proof of funds spent for the project. When the request for payment is received in the DBDA office, the Economic Restructuring Committee & DBDA Board of Directors shall review the request for payment.
- f) Upon approval, DBDA Staff will be authorized to draft a voucher for payment and mail it to the address listed on the application. The amount of reimbursement shall not exceed the terms outlined in item A of these rules.
- g) Energy efficiency gives increased priority.
- h) A business will only be eligible for this grant award every five years.

IV. Timeline

- a) A grant period will be determined and announced by the DBDA Board of Directors, using electronic notices.
- b) Grant notifications will be made on a semi-annual basis during the calendar year.
- c) Grants awards will be dispersed on a reimbursement basis only.

**CHECKLIST FOR FACADE INCENTIVE GRANT APPLICATIONS
2010-2011**

- _____ 1. Request a grant application package from the DBDA office (Telephone 828-262-4532) or download an application from the DBDA Website, www.boone-nc.org.
- _____ 2. Complete application, including design plans or architectural drawings, owner's permission/signature, etc. An appointment for free NC Main Street Design assistance may be made if requested by the applicant.
- _____ 3. Return three copies of the completed application to the DBDA office either by mail or by leaving the package for Mary Baker at the DBDA Office, 736 West King St.
- _____ 4. Application will be given to the Economic Restructuring Committee of the DBDA for review. If the design for the project is approved, the Economic Restructuring Committee will present the application to the DBDA Board of Directors for approval. If the design for the project is not approved, the DBDA office will notify the applicant.
- _____ 5. The Economic Restructuring Committee will review the application as to cost, quality of proposed construction, materials, etc. If the application receives final approval, the DBDA Board of Directors will authorize the Downtown Director to draw up a FIG Grant Contract for agreement and signatures of the committee chair and the applicant/applicants. If the application is not approved after presentation to the Board of Directors, the DBDA Board will authorize DBDA Staff to draft a letter notifying the applicant of the final decision.
- _____ 6. The applicant completes the project as specified in the FIG Grant Agreement.
- _____ 7. The applicant submits a request for payment and the necessary documentation of expenses to the DBDA office.
- _____ 8. The Economic Restructuring Committee reviews the request for payment and inspects the completed project. If the project has been completed satisfactorily, the Economic Restructuring Committee will present the project for voucher approval by the the DBDA Board of Directors. Upon approval by the Board, DBDA Staff will be authorized to draft a voucher for payment and mail it to the address listed on the application.
- _____ 9. The applicant shall be responsible for reporting and paying any applicable federal, state, or local taxes on funds received through the FIG Program.

**DOWNTOWN BOONE DEVELOPMENT ASSOCIATION
FACADE INCENTIVE GRANT APPLICATION
2010-2011**

Please complete in ink and submit three copies to the DBDA office at 736 West King Street (Mailing address: PO Box 362, Boone, NC 28607).

OWNER INFORMATION

- 1) Property Owner's Name: _____
- 2) Mailing Address: _____
- 3) Phone: _____

PROPERTY INFORMATION

- 1) Address of Property for which facade will be done:

- 2) Current Use of Building: _____
- 3) List names of all non-residential tenants – business and business owner/contact:
- 4) Amount of street frontage: _____ 5) Building length: _____
- 6) Number of floors above ground: _____ 7) Number of floors below ground _____
- 8) Does building have any structural damages or areas in need of major repair? If so, please explain briefly:

DETAILS OF PLANNED FACADE

Describe the planned facade renovation as specifically as possible. Attach any architectural plans or work descriptions. If you have used the Main Street Design Consultant, you may submit that plan, indicating any changes such as color, awning type, etc. that you plan to make. Please include color chips of any proposed paint colors. Use a separate sheet if necessary.

RENOVATION INFORMATION (Continued)

- 2) Provide a detailed cost estimate or construction bid for the facade renovation for which you are applying for FIG funding. Use a separate sheet if necessary.

OWNER/APPLICANT SIGNATURE

I have read and agree to the rules outlined on the Facade Incentive Grant Program Information Sheet of the Downtown Boone Development Association. I understand that all funding for this program is on a reimbursement basis and that said funding will not be paid until the project outlined in this application is completed and approved by the Economic Restructuring Committee and with final approval by the DBDA Board of Directors..

I also agree to allow the Downtown Boone Development Association to use illustrations of this project within its publications and advertisements as the DBDA considers appropriate.

Signature of Property Owner

Date

Signature of Applicant If Different From Property Owner

Date