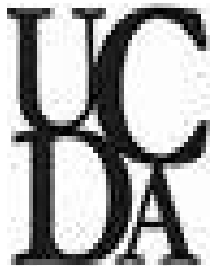


FAÇADE GRANT PROGRAM AND APPLICATION



About the Façade Grant Program

The Façade Grant program provides limited financial assistance to businesses and commercial property owners interested in renovating the façade of their buildings. The objective of the Façade Improvement Grant Program is to assist businesses and commercial property owners with improving building appearance. The program provides 50% reimbursement to commercial or industrial businesses with a maximum grant funding request not to exceed \$5,000.

For example, if an applicant is approved for the program and undertakes \$5,000 of improvements, the amount of assistance made available would be for \$2,500. To receive the maximum assistance of \$5,000 the building owner would need to invest at least \$10,000 in improvements.

The grant will be provided in the form of a reimbursement of eligible costs incurred and paid utilizing a construction draw process, once the improvements have been completed, inspected, and approved. The approved applicant shall submit all paid invoices to the UCDA before any reimbursement can be provided. Selected eligible applicants must complete the façade improvement project within a six month period following project approval and date of the notification letter. Access to the façade assistance program will be on a first come, first served basis in answer to an advertised notice.

Applications will be selected by the Façade Grant Committee comprised of representatives from the Upshur County Development Authority, Buckhannon-Upshur Chamber of Commerce and the City of Buckhannon and must be based on meeting the objectives of the program.

Who can Apply for Funding?

Any property/building owner, or business owner/tenant with written authorization from the property owner can apply for funding assistance. The project site must be located within the corporation limits of the City of Buckhannon.

What Improvements are Eligible for Funding?

Improvements must be on the façade of the building facing the primary street orientation or if on a corner lot, the façades facing the two streets of primary orientation. Examples of eligible improvements include:

- Replacement or repairing of brickwork, plaster or wood siding, including painting, cleaning and repainting.
- Replacing, repairing, or relocating storefronts, doors, windows, parapets or cornices, including the removal of extraneous elements or inappropriate or incompatible exterior finishes or materials.
- Change of exterior lighting, or additional exterior lighting
- Repairs, addition or installation of awnings
- Installation or improvement of permanently installed signage. Also, signage must be a permanent installed feature of the façade and may not be portable or removable
- Landscape improvements

All proposed projects must be in compliance with current City of Buckhannon Codes including but not limited to: building codes, property maintenance codes, historical codes and any applicable zoning codes.

**Facade Grant Program
APPLICATION**

Committee Use Only

Date Received: _____

Approve/Not Approved (Circle)

Date Approved: _____

Expiration Date: _____

Name of Applicant:

Applicant Address:

Applicant Phone Number:

Name of Business (if applicable)

Business/Property Location Address:

Property Owner(s) Name (if applicable):

Total Cost of the Façade Project (include expense quotes where applicable):

Amount of Façade Grant Funding Request (must be at least 50% of the total cost of the façade project):

Details of Façade Project (provide a detailed scope of the façade project):

Please attach any documentation including, but not limited to written descriptions and drawings, photographs, contractor estimates and other graphic information necessary to completely describe the project.

Please read the following:

The commitment of grant money for an awarded project expires six months from the approval date as noted on the application. For reasonable project delays, the expiration date may be extended by the Façade Grant Committee for an addition six month period. Any extension must be submitted by the applicant in writing to the Façade Grant Committee expressing the reason(s) for an extension. All extension shall be approved by the Façade Grant Committee. Applications are accepted on a rolling basis until all appropriated funding is exhausted or a new round of funding is available.

This is to certify that the proposed project described above meets the requirements necessary for application for a Façade Grant.

Name of Applicant (Print):

Signature of Applicant:

Date:

If the applicant does not own the property, the application requires the name and signature of the property owner of record authorizing the façade improvements

Name of Property Owner of Record (Print):

Signature of Property Owner of Record:

Date:

Please return the completed Façade Grant Application to the following address:

**Upshur County Development Authority
Attn: Façade Grant Program Application
PO Box 2377
Buckhannon, WV 26201**

For questions regarding the program or grant application, please contact 304-472-1651