



FACADE, SIGN OR AWNING MATCHING GRANT APPLICATION

The Town of Georgetown will fund up to \$500.00 of the cost for facade, sign or awning improvements for properties located within the East Market Street Business District (The Circle to Layton Avenue), for a total project cost of \$1,000.00 per building, per year. The maximum matching grant is not to exceed \$500.00 for façade, sign or awning improvements, funding permitting per year. The grant applies to the front facades only. Matching grant will only be awarded to projects that are approved by the Georgetown Town Council prior to the start of work. A written confirmation from the Town Council and a Building Permit must be provided prior to construction or installation. Matching grant funds are released as a reimbursement after approved work is complete and all the required forms are submitted. Please see the attached materials for further details.

Date:	Estimated Total Cost of Project:
Business Name:	Phone:
Street Address of Business:	
Mailing Address, If Different Than Street Address:	
Contact Person:	
Proposed Start Date:	Anticipated Completion Date:

Statement of Understanding

1. The Applicant agrees to comply with the guidelines and procedures of the Town of Georgetown Facade, Sign or Awning Improvement Matching Grant Program and Design Guidelines
2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices and contractors' final waivers of lien upon completion of the approved improvements and be reimbursed for half of the total approved expense
3. The Applicant agrees to hold harmless the Town of Georgetown for any damage to the building or personal injury that may occur as a result of work funded by this matching grant.
4. Recipients of any facade matching grant funds must agree to observe all applicable federal, state, and local law pertaining to the use of matching grant funds.

Applicant Signature
Date

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property, do authorize the Applicant to apply for a matching grant under the Facade, Sign or Awning Improvement Matching Grant Program and undertake the approved improvements.

Owner Signature
Date

Describe the scope of the proposed facade, sign or awning improvements.

Please provide:

- A color photograph of the existing façade, at least 8” x 10” in size. A copy from a laser printer is acceptable.
- Facade plans, proposed signs and awnings drawn to ¼ inch scale
- Elevation detailing changes to be made drawn to ¼ inch scale
- Estimated cost breakdown, include costs for labor and materials
- Materials specifications, include samples of paint colors for all parts of signs, awning fabric samples, samples of all paint colors for general painting, samples of any replacement materials being considered for replacement in kind
- 8” x 10” photographs showing the immediately adjacent buildings. A copy from a laser printer is acceptable.

FACADE, SIGN OR AWNING MATCHING GRANT GUIDELINES

Facade improvements (outside front) that qualify for the Facade, Sign or Awning Matching Grant Program:

- ✓ Removal of fake facades, old signs, fake mansard roofs or dilapidated awnings
- ✓ Removal of window air conditioners, grills and /or signs that are historically inappropriate for the building
- ✓ Masonry cleaning and/or repair, no sandblasting or harsh chemicals permitted.
- ✓ Historic element restoration, such as brackets, cornices, window hoods, or documented historic storefronts
- ✓ Repairs to siding, windows, doors, signs, awnings, light fixtures.
- ✓ Replacement of siding, windows, doors, signs, awnings, light fixtures with historically appropriate replacement in kind.
- ✓ Painting of already painted masonry or siding. Unpainted brick, stone, other masonry is not permitted.
- ✓ Upper story shutters, planters, etc.
- ✓ Facade elements of second floor
- ✓ Installation of new signs or awnings.

Rules

- Project must adhere to all Town and State codes.
- Project must be in compliance with all Town of Georgetown requirements and Design Guidelines
- Information required at time of application:
 - A color photograph of the existing façade, at least 8” x 10” in size. A copy from a laser printer is acceptable.
 - Facade plans, proposed signs and awnings drawn to ¼ inch scale
 - Elevation detailing changes to be made drawn to ¼ inch scale
 - Estimated cost breakdown, include costs for labor and materials
 - Materials specifications, include samples of paint colors for all parts of signs, awning fabric samples, samples of all paint colors for general painting, samples of any replacement materials being considered for replacement in kind
 - 8” x 10” photographs showing the immediately adjacent buildings. A copy from a laser printer is acceptable.
- Application form must have all required information completed.
- The project must commence within ninety (90) days of approval and be completed within 12 months to ensure timely utilization of funds.
- All deadlines must be adhered to.
- Approved applicants must agree to have a sign posted during the project stating that the project is funded in part by the Town of Georgetown that the Town will provide.

Application Process:

1. Contact the Planning Office for a Facade Grant Application (302-856-7391).
2. Complete the application and return it to Planning Office along with the required photos, samples, plans and detailed information. Consult with Town staff in preparation of the application.
3. Written notification will be provided within seven (7) business days of the Town Council decision.
4. Approved applicants will be reimbursed for the approved grant amount after completion of the project and when paid receipts are submitted to the Town in the proper form.

The Town reserves the right to deny any application due to incomplete information or any application that is inconsistent with Town of Georgetown requirements.