



# Main Street Elberton

## Façade and Downtown Enhancement Grant Program

This grant program is designed to stimulate investment into the revitalization and preservation of Elberton's historic downtown in several key areas:

- in the interest of public health, safety and welfare;
- to abate any continued deterioration of downtown commercial structures;
- to help in the economic recovery of downtown through increased sales in retail and commercial businesses; and
- to increase the valuation of downtown properties.

The program is set up as a single payment reimbursement to property owners per building, and in some special situations, tenants or leaseholders. **These grants are available on a 50/50 matching basis with a cap of \$5,000 per grant for a project with a total cost of \$10,000 or more.** Façade grant funds focus on exterior work on storefronts (visible to the traveling public), as well as roof and foundation work on commercial buildings and upper-story residential spaces located in the Downtown Commercial Historic District.

All grants are available throughout the year, on a first come, first served basis until total funds are depleted. **No grants will be awarded for work that has already been done or for work that is covered by insurance. (Insurance proceeds for damage claims do not qualify as matching funds.)** All submitted work will be reviewed by the City Clerk for Historic Preservation design guideline requirements and reviewed by the Elberton Downtown Development Authority (DDA) before any eligible work may begin. (A hearing before the Historic Preservation Commission is required for some projects depending on the scope of work.) Final approval is given by the City Manager upon recommendation by the Downtown Development Authority and the City Clerk.

If awarded, any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Also, a Main Street Façade & Downtown Enhancement Grant sign shall be displayed in the recipient's storefront window for a minimum of three (3) months to help publicly recognize the grant program. The sign will be provided by Main Street Elberton.

### Program details

**1. Determine applicant eligibility:** Eligible applicant must have been an active member of the Elberton Main Street Program for at least one year. If a tenant, the applicant must have written permission from property owner to make changes to the building, and the tenant must have at least 12 months remaining on a written lease.

**2. Determine project eligibility:** Eligible projects are ones which promote economic development in the downtown area and will enhance the quality of life in the community. Ideal projects include, but are not limited to, façade renovations, exterior painting, exterior awning installation or replacement,

streetscape/landscaping, mural restoration, roof or other renovations that will stop serious deterioration of the building, and brick or mortar work.

**3. Determine funding needs:** The maximum award amount cannot exceed \$5,000. This will require an applicant match for the project, dollar for dollar, for the amount requested. Federal or state funds or insurance proceeds may not be used as an applicant match.

**4. Application form and agreement form.** All grant applications must include a scale drawing by the project architect or contractor of all the proposed work to be done. **Color samples of all final paint selections and/or final fabric or sign material selections must be included with the application to be reviewed.** Obtain **itemized** written work estimates on all project work from contractors or project architects. Self-performed work by the applicant will be reviewed for actual material expenses, excluding labor.

**5. Return the completed application form** with all original itemized work estimates, color samples, drawings and example sign material of the proposed work to the Main Street Elberton office located at 203 Elbert Street.

**6. Review Criteria** Projects including historic buildings in danger of being lost, in part or in total, to disrepair shall have priority for funding. This may include properties listed on the state and/or national registers of historic places or properties with historical, architectural or cultural significance. In addition, vacant properties where façade improvements would reduce the perception of downtown decay shall also receive high consideration for funding. The following criteria will be used in reviewing applications:

- Appropriate for the particular building and contribute to the success of its current business.
- Enhance a building's façade to positively contribute to the appearance and vitality of downtown.
- Proposed renovation will stop serious deterioration of the building's façade.
- Jobs will be created or retained.

These and other criteria will be weighted as follows for total of 100 points:

**Impact (40 points):** – Overall impact of the project on the visible attractiveness of the Downtown Commercial Historic District. Are inappropriate design elements removed? Will the project eliminate what was previously a liability for the district? Does the project seek to restore the historical or architectural significance of the building? Is the project in a highly visible location that has significant impact on surrounding properties?

**Financial Leverage (10 points):** – Projects that leverage more private investment will be graded higher. To determine the grant leverage amount, divide the grant amount requested by the total project cost.

**Sustainability/Permanence (30 points):** – How permanent are the improvements and is there a maintenance plan for improvements? Does the business own the building? If not, how much time remains on the lease?

**Community Contribution (20 points):** – How many years has the applicant been an active member of Main Street Elberton? Is the applicant a good neighbor? Is the area around the business kept clean and free of debris on a consistent basis? Does the business participate in organized Main Street Elberton promotional activities? Does the applicant actively promote downtown Elberton and their own business? How many hours per week is the business open? Is the building vacant or not open to street retail traffic (e.g. Is it a service business to appointment clients only?)

**7. The approval process will include without limitation the following:**

**(a)** All façade grant projects must meet current historic design guidelines, building standards and codes, as well as building permit requirements.

**(b)** The City Clerk will review all applications for Historic Preservation design guideline requirements. If the application does not meet design guidelines then a meeting of the Historic Preservation Commission may be necessary for review.

**(c)** Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the City Manager who will consider recommendations from the City Clerk for Historic Preservation criteria and from the Downtown Development Authority (DDA) for relevance.

**(d)** All construction bids submitted by an applicant must be current and must be dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the DDA to determine the bid components and authenticity of the bid.

**(e)** An applicant who submits an application that was denied a grant by the DDA shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was declined by the DDA.

**(f)** Applicants receiving approval by the DDA shall commence construction described within the application within ninety (90) days from the date the grant is awarded by the DDA. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved by the DDA. If the applicant is unable to commence construction within ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The DDA shall not be obligated to allow extensions but may do so for good cause determined solely by the DDA. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the DDA. An extension denial cannot be appealed and shall be final with the DDA.

**(g)** As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the DDA to request that the City inspect the project to determine that the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City of Elberton Code of Ordinances which are applicable to the construction contemplated in the application.

**(h)** The applicant, by submission of this application, represents the construction described within the application shall be used in a building which is in compliance with all codes and ordinances.

**(i)** No applicant has a proprietary right to receive grant funds. The DDA shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program. The review criteria may include, but shall not be limited to, compatible architectural design, streetscape objectives, and overall redevelopment of the Downtown Commercial Historic District.

**(j)** The Applicant shall be required to furnish photographs of the building's exterior, roof and foundation as part of the application request and also after the construction is completed, as a condition of final grant reimbursement.

**(k)** The applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.

(I) No applicant, nor applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within **three (3) years** from the date a previous grant was awarded by the DDA.

**8. Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Main Street Elberton office with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

**9. Appeal Process:** Any application rejected by the DDA shall be entitled to review by the City Manager. The applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the application is denied by the DDA. The request for review by the City Manager shall state reasons why the applicant believes the application was improperly denied by the DDA and the reasons why the applicant believes the application should be approved. The written review request shall be furnished by the City Manager to the Chairman of the DDA. The Chairman of the DDA shall, within ten (10) days of receipt of the applicant's written request from the City Manager, furnish to the City Manager the DDA reasons for refusing the application and shall state reasons why the application should not be approved by the City Manager. Review by the City Manager will be scheduled within ninety (90) days from the date the written request for review is received by the City Manager from the applicant. The City Manager's determination shall be deemed final action regarding the application.

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**Main Street Elberton  
FAÇADE & DOWNTOWN ENHANCEMENT GRANT PROGRAM  
APPLICATION**

Please return completed application with necessary attachments and signatures to the Main Street Elberton office. If you have any application, building or sign permit/historic preservation questions, please contact the Main Street Elberton office at 706-213-3100.

Name of Business: \_\_\_\_\_ Date \_\_\_\_\_

Project/Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Business: \_\_\_\_\_

How long has the business been at the current location? \_\_\_\_\_

Applicant is the:      Property Owner      Business Owner      Other: \_\_\_\_\_

If you are under a lease agreement, when does it expire? \_\_\_\_\_

Is there a lease agreement renewal option? If so, what are the terms \_\_\_\_\_

Property owner's name (if different from applicant): \_\_\_\_\_

Property owner's address: \_\_\_\_\_

Property owner's phone number: \_\_\_\_\_

*Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition.*

**Main Street Elberton  
FAÇADE & DOWNTOWN ENHANCEMENT GRANT PROGRAM  
APPLICATION**

**Project Details**

Please describe below in detail the proposed improvement to the property. The following *must* accompany this application (attach additional pages if necessary):

- Two color photographs that show existing building conditions
- Detailed sketches or drawings and plans of the proposed improvements (including placement, color, dimensions and materials)
- At least two bids on contractor letterhead

**Description of proposed improvement (ie., new doors/windows, roof, foundation, awning, paint, etc.):**  
*(attach additional paper if necessary)*

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**TOTAL COST OF PROPOSED PROJECT BUDGET:**

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**AMOUNT OF FAÇADE AND/OR SIGN GRANT REQUESTED (\$5,000 FACADE MAX):**

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List Contractor/Project architect Proposals and Total Amounts *(please attach original proposals)*:

1.

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2.

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3.

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*Attach with all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior facade, roof and foundation.*

**Proposed start date:**

**Estimated completion date:**

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**In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?** No \_\_\_\_\_ Yes \_\_\_\_\_. If Yes to above question, describe additional work:

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*Main Street Elberton ~ 203 Elbert Street ~ PO Box 70 ~ Elberton, Georgia 30635*

Estimated cost of additional work to building: \_\_\_\_\_

Would you like Design Assistance (no cost to business or property owner)? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Advisory Board Review

Scoring For Project:

Impact (40 points) \_\_\_\_\_ Financial Leverage (10 points) \_\_\_\_\_

Sustainability/Permanence (30 points) \_\_\_\_\_ Community Contribution (20 points) \_\_\_\_\_

Total (100 points) \_\_\_\_\_

Approved \_\_\_\_\_

Rejected \_\_\_\_\_

Date \_\_\_\_\_

Main Street Elberton Representative:

Received: \_\_\_\_\_

Date: \_\_\_\_\_

Design Committee Representative:

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Downtown Development Authority Board Chair:

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

# FAÇADE & SIGN REIMBURSEMENT GRANT AGREEMENT FORM

Please return completed with necessary attachments and signature to Elberton Main Street office. If you have any application questions, please contact the Main Street Elberton office at 706-213-3100.

- I have met with a Main Street Elberton Representative, and I fully understand the Façade & Downtown Enhancement Reimbursement Grant Procedures and Details established by the Elberton DDA.
- I intend to use this grant program for the aforementioned renovation projects to forward the efforts of the downtown revitalization and historic preservation program known as Main Street Elberton Program.
- I have not received, nor will I receive insurance monies for this revitalization project.
- I will not seek to hold Elberton DDA, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- I will be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- I agree to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.
- I have read the Façade & Downtown Enhancement Reimbursement Grant Application Procedures including the Façade & Downtown Enhancement Reimbursement Grant Details.
- I understand that if I am awarded a Façade & Downtown Enhancement Reimbursement Grant by the Elberton DDA, any deviation from the approved project may result in the partial or total withdrawal of the Façade & Downtown Enhancement Reimbursement Grant. If the façade or sign is altered for any reason within **one (1) year** from construction, I may be required to reimburse the City of Elberton immediately for the full amount of the Façade & Downtown Enhancement Reimbursement Grant.

**Business/Organization Name** \_\_\_\_\_

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building Owner’s Signature** (if different from applicant) \_\_\_\_\_ **Date** \_\_\_\_\_

**Elberton Historic Preservation Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**Elberton DDA’s Approval Signature** (DDA chair) \_\_\_\_\_ **Date** \_\_\_\_\_