

TOWN OF ALBION

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Gateway to Chain O' Lakes State Park



FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION

CONTACT INFORMATION		
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
Attachments:		
<ul style="list-style-type: none">• 3 itemized formal estimates of work to be completed from Independent Contractors (Applicant must actively seek each quote from different qualified contractors. A contractor cannot give quotes for work from other contractors)• Project budget reflecting all revenue sources and expenses (designate which budget items would be paid for with the grant funds)• Copies of planned designs and drawings (if available)• At least two (2) photos of building emailed in JPEG format to albionmanager@frontier.com• Statement from the Noble County Treasurer's Office showing that taxes are current• Completed W-9 Form from the Applicant• <u>Upon Completion of Project, a copy of a cancelled check, and a written receipt are needed to reimburse grantee</u>		
BUSINESS INFORMATION		
Property Address:		
Tenant Name:		
Tenant Email Address:	Tenant Contact Phone:	
Federal ID of Building Tenant:	Lease Expiration Date:	
BUILDING & PROPERTY INFORMATION		
Building Owner Name:		Federal ID# of Business Owner:
Building Owner Mailing Address:	City/ State:	Zip:
Owner's Email Address:		Owner's Phone:
Current Use of Building:		Number of Business Located in Building:
Total Square Footage of Building:		Estimated Sq. Footage of Improvements:
Zoning of the Property:		

Have area neighborhood groups been consulted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Neighborhood Contact:
Is design assistance needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide design consultant contact:
Are the Property Taxes Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Taxes MUST be current
Is property within designated historical district?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, project will need approval from Historical Dist.
Is there any structural damage to the building?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, building must be inspected prior to work
Have any City/County violations been filed against this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please explain:

PROJECT INFORMATION

Please give a brief description of proposed work (expand this space as needed or attach another page):

Please describe the community impact of this project as it relates to the program priorities listed on page 1 above (expand space as needed):

Grant Requested: \$ _____

Date of Application:

Total Estimated Cost of Improvements:
\$ _____

Source(s) of Cost Estimate (Name and Address of Contractors):

1.)

2.)

3.)

Building Owner Signature (if Tenant is applying):

Applicant Signature:

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

As the viability of downtown Albion is vital to the commercial viability of Albion as a whole, the purpose of this Façade Improvement Matching Grant Program is to stimulate efforts to improve the appearance of Albion's Downtown Central Business District, and in doing so help stimulate the business environment of Downtown Albion.

The Program is funded, and managed by the Town of Albion Redevelopment Commission (RDC).

The Program offers an opportunity to receive grant monies. All grants awarded (with the exception of the Architectural Assistance Grant) require a matching dollar- for- dollar expenditure by the owner or tenant. Grants will be considered on a first-come, first-served basis, and applications must be submitted in their entirety, with all the necessary supporting documents attached before they will be considered for review. Grants are limited to one application per business during any 12-month period. The 12-month period time frame begins on the date of the first application. Grant awards may not exceed a total of \$10,000 during this 12-month period for actual construction costs and \$1,000 for architectural assistance, to be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings. Awnings shall be free from letters, words, logos, pictures or numbers. A property address may be permitted on an awning, subject to RDC and Town Council approval of the proposed design.
- **Exterior Signage/Lighting:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of exterior signs. Signs placed inside window displays are ineligible. The Sign structure becomes part of the real estate upon grant completion.
- **Architectural Assistance:** A 100% reimbursement up to \$1,000 of actual architectural costs associated with façade improvements, providing the owner utilizes the architectural plans in the façade renovation. An accredited architect shall be retained for concept drawings, specifications and consultation to maintain the historical character of building renovation.

Eligibility Requirements:

1. The property must be located within the TIF 1 district and zoned Central Business.
2. Applicant or co-applicant must be the building owner or contract buyer. Tenants may qualify upon written consent of the building owner or contract buyer, if they have a minimum of two years remaining on their lease at the time of application.

Eligible Activities:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning or other treatment of exterior surfaces;

2. The addition of design elements which may have appeared on the original building or are in keeping with the building's character.
3. Repair to building exterior facades (front, rear, and side facades are eligible).
4. Masonry and Major structural repairs.
5. Cleaning of building exterior.
6. Exterior painting.
7. Repairing or replacing cornices, entrances, doors, windows, and decorative detail. Window replacements must fit the window opening and not be made smaller than the windowenframement.
8. Other repairs that may improve the aesthetic quality of the building.
9. Façade Renovation – Must involve the general upgrading of a building's external appearance.
10. Roofing, Gutters, and Downspouts.
11. Sidewalks, Ramps, Decks, Railing, Approaches to Building, Driveways, and/or Steps.

Ineligible Activities:

1. Interior improvements (including window display areas).
2. Parking Lots
3. Purchase of furnishings, equipment, or other personal property not part of the real estate.
4. Improvements completed or in progress prior to notification of approval.
5. Repair or creation of features not compatible with original architecture, except as required by government regulations.
6. Improvements to residential structures located in the commercial district.
7. Additions to existing structures and all Accessory Structures, whether attached or detached to the principal building.

The following steps outline the Façade Grant Program process:

I. Application:

The following items shall be required:

- a. Three quotes of proposed improvements by qualified independent contractors.
- b. Written description of proposed improvements, including all materials and colors.
- c. Completed Application and Supporting Data. (blank application attached).
- d. Applicants must appear in person to present the request or designate an Authorized Representative.
- e. Applicants must be on the Agenda to have their application considered.

II. Final Approval:

The RDC will review application, determine if the project qualifies for assistance, determine the amount of grant and recommend final action to the Albion Town Council.

Awards may not exceed 50% of the lowest and most responsive quote.

Applicant may select a contractor with a higher quote, and pay the difference.

No work for which a grant is sought should begin until authorized by the Albion Redevelopment Commission and Albion Town Council. At such time a Purchase Order will be issued by the Albion Town Manager.

Grantee is responsible for obtaining any permits required to do the project. *Permit fees are not included as part of the grant funding.*

Once approval is granted, changes must be resubmitted in writing with an amended application and reviewed by the RDC and Town Council.

III. Grant Payments:

Disbursement for grant payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Town Manager. The Grantee will bring a copy of the invoice from the contractor, and a copy of the cancelled check to the Town Manager before reimbursement is made to the grantee.

For more information about our Facade Improvement Matching Grant Program or to submit a complete application, please contact: Albion Town Manager PO Box 27 Albion, IN 46701 Email: albionmanager@frontier.com