

Façade Improvement Grant Program-Historic District

Monticello Main Street administers the Façade Improvement Grant Program that is funded by the City of Monticello. This program focuses on façade improvements of historic buildings that are used as business or commercial properties located in the downtown historic district.

PURPOSE: The purpose of the Façade Improvement Grant program is to assist building owners with improvements necessary to maintain the historical and structural integrity of the facades of historic buildings (Most all the buildings around Courthouse Square and contributing streets are registered as historic). This particular matching grant program is funded by the City with oversight and administration given by Monticello Main Street.

Qualifications for Grant Applications:

- 1). The property must be located in the historic district. (Projects outside the historic district will be handled on an individual basis-priority will be given to properties located in the historic district)
- 2). The façade improvements (visible from the street) must be in keeping with the historical nature of the building.
- 3). Grant monies must be used for street façade improvements such as paint, lighting, window repair or replacement, masonry repair and appropriate signage, as approved in advance by committee. Sidewalks, driveways, parking lot surfaces, striping, and landscaping do not qualify for façade grants.
- 4). Applications for improvement must be made by the building owner or be signed off by the building owner if the lessee is undertaking the improvements.

Process:

- 1). Grants are awarded on a first come-first serve basis beginning January 1.
- 2). Necessary application documentation must be complete for the application to be considered. These include:
 - a. current photograph of property to be improved
 - b. drawings or renderings of proposed improvements.
 - c. written description of proposed improvements, including materials and colors
 - d. preliminary cost estimate/bids
 - e. schedule of proposed construction improvements
- 3). **Project Approval:** Within 2 weeks of receipt of application, there will be an on-site meeting on the property with the applicant(s) and grant committee to review and discuss the scope of the project and answer any questions. After this meeting, the committee will determine if the project fits the criteria of the grant and may proceed to the construction phase. The committee will notify the applicant in a timely manner whether the project may proceed as discussed.

NO WORK DESCRIBED IN THE GRANT APPLICATION MAY BE STARTED PRIOR TO PRELIMINARY APPROVAL OR THE APPLICATION SHALL BECOME VOID.

- 4). **Request for Façade Grant reimbursement**-Once the project is completed, the applicant must submit the final itemized bid, final invoice or statement reflective of the final bid and completed project, supporting documentation such as PO's; register receipts, etc. For reimbursement purposes, there must be verification that the project has been paid-either through cancelled checks or invoices/statements marked as paid. A completed W-9 form must be turned in at this time. The committee will review the project assuring the work completed is in compliance with the grant request. Upon satisfaction of the former provisions, the project will be submitted By Monticello Main Street to the City of Monticello for final approval and re-imburement of expenses of 50% with a \$3000 cap.

All grant reimbursement paper work must be turned in by the end of the second week of November for reimbursement. Façade Grant projects are not continued onto the next year.

City of Monticello/Monticello Main Street, Inc.

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM APPLICATION

Application Date: _____

Owner of Business: _____

Business Name and Address: _____

Phone: _____

Estimated Cost of Project: \$ _____

Paint \$ _____

Signage \$ _____

Repair or replacement windows \$ _____

Masonry repairs \$ _____

Awnings \$ _____

Other _____ \$ _____

Items needed to process this application:

- Current photograph of subject property
- Drawings of proposed improvements
- Written description of proposed improvements, including materials and colors

Applicant(s) Signature(s)

<i>For Administrative Use Only-</i>	
<input type="checkbox"/> Application Received	_____
	(Date & Initials)
<input type="checkbox"/> Preliminary Approval	_____
	(Date & Initials)
<input type="checkbox"/> Final Inspection & Approval	_____
	(Date & Initials)
<input type="checkbox"/> Payment Request Submitted	_____
	(Date & Initials)