



Facade Improvement Grant Program Application

Date: _____

PROJECT ADDRESS: _____

Street Address, City, State, Zip

1. APPLICANT

Legal Name of Applicant: _____

Mailing Address: _____

City/State: _____ Zip Code: _____

Tax Identification Number: _____ Website: _____

If applicant is a business, indicate the business type and attach supporting documentation (articles of incorporation, etc.):

- Corporation Partnership Other
 LLC Sole Proprietorship

Are all of Applicant's local, state and federal taxes current? Yes No (provide explanation)

2. CONTACT INFORMATION (Primary Contact Person for Applicant)

Contact Name: _____

Title: _____

Address: _____

Email: _____

Primary Phone Number: _____

3. PROJECT INFORMATION

Project Address: _____

Tax Parcel Number: _____

Zoning of Property: _____ Building Square Footage: _____

What is your legal interest in the building?

Property Owner Tenant (if tenant, the property owner must complete an Owner Consent Form)

Have building permits been applied for? If yes, attach a copy of permit and any supporting site plans?

Yes No

Do you have site plans for the project? If yes, attach a copy. Yes No

Are there any known code violations at this site? Yes No

If yes, explain:

Provide a list of ALL occupants from the project address. Attach a separate sheet if necessary.

| | Business/Tenant Name | Type of Business | Square Footage |
|----|----------------------|------------------|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Applicant Signature

By signing below the Applicant acknowledges that he/she has read and understands the program guidelines for the Facade Improvement Grant Program available at <http://www.elktonalliance.org>. Costs incurred prior to application approval and grant contract signing are not eligible for reimbursement. Incomplete applications cannot be considered. The Applicant assures that the information contained in the application is true and correct and agrees to comply with all Town of Elkton guidelines applicable to this program. The Applicant authorizes the Elkton Alliance, Inc. to use his/her/its name, likeness, photos and/or information about the project participating in the Program for promotional purposes.

By signing below, the Signatory acknowledges he/she is authorized to act on behalf of the Applicant and that the Applicant is properly organized and licensed to conduct business in the state of Maryland.

| | |
|-----------------|--------|
| Applicant Name: | |
| Print Name | Title: |
| Signature: | Date: |

PROJECT ESTIMATE

| DESCRIPTION OF WORK AND/OR MATERIAL (PLEASE REFERENCE APPROPRIATE QUOTE) | QUANTITY | UNIT COST | EXTENSION |
|---|----------|-----------|-----------|
| FAÇADE RECONSTRUCTION (FRAMING/CARPENTRY) | | | |
| BRICKWORK | | | |
| PAINTING | | | |
| WINDOW REPAIR/REPLACEMENT | | | |
| DOOR REPAIR/REPLACEMENT | | | |
| SIGNAGE | | | |
| AWNING | | | |
| EXTERIOR LIGHTING | | | |
| OTHER CONSTRUCTION COSTS: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| CONTINGENCIES | | | |
| SOFT COSTS | | | |
| CONSTRUCTION PERMITS | | | |
| | | | |
| | | | |
| OTHER SOFT COSTS | | | |
| | | | |
| | | | |
| TOTAL FAÇADE PROJECT COSTS | | | |

Owner Consent Form

If the applicant/primary contact does not own the property, this form must be completed by the property owner and submitted with the application. Please print or type requested information and submit it to the Elkton Alliance, Inc.

The undersigned owner of the existing building located at: _____
_____ (Address) certifies that
_____ (Applicant) operates or intends to operate a
business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to
implement the improvements listed on the Facade Restoration Program Application Form ("the Application") dated
_____.

The undersigned hereby waives any claim against the Town of Elkton ("the Town") or Elkton Alliance, Inc.
("Alliance") arising out of the use of said grant funds for the purposes set forth in the Application. The undersigned
agrees to hold the Town and Alliance harmless for any charges, damages, claims or liens arising out of the
Applicant's participation in the Facade Restoration Program.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has caused this instrument to
be signed in its corporate name by its dully authorized officer and its seal to be hereunto affixed by authority of its
Board of Directors, if a Partnership by its Partners, if a LLC or LLP, by its Members/Managers, etc. the day and
year first above written.

(Company Name) leave blank if Owner is an Individual

Corporate
Seal

By: _____ (Seal)

By: _____ (Seal)

Name: _____

Name: _____

Title: _____

Title: _____

State of Maryland, County of _____ (or City of Baltimore)

On this ____ day of the month of _____, 20____, before me, the undersigned officer, personally appeared
_____, known to me (or satisfactorily proven) to be the person(s) whose
name(s) is/are subscribed to within the instrument and acknowledged that he/she/they executed the same for the
purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

Notary
Seal

[Signature of Notary Public]

[Name of Notary Public typewritten or printed]

My Commission expires



Facade Improvement Grant Program Application

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete Application |
| <input type="checkbox"/> | Organization Documentation (article of incorporation, LLC operating agreement, etc.) See Section 1. |
| <input type="checkbox"/> | Owner Consent Form - Required if Applicant is not the owner of the real estate. |
| <input type="checkbox"/> | List of all tenants. If separate from application. |
| <input type="checkbox"/> | Copy of building permit. If applicable. |
| <input type="checkbox"/> | Statement of Project Description. A written statement of what the façade project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on façade, etc. |
| <input type="checkbox"/> | Drawings of Proposed Façade Improvements. Include a concept drawing of what the site will look like after work is completed. For larger projects involving a major scope of work will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the Alliance's sole discretion. |
| <input type="checkbox"/> | Copy of Site Plan - If your project requires site plans to be submitted for permitting purposes, a copy of the project site plans must be included with the grant application. |
| <input type="checkbox"/> | Detailed Cost Estimates/Bids for Proposed Improvements. You must submit an estimate from a qualified contractor. Estimates should include all details of approved scope of work. |
| <input type="checkbox"/> | Photographs - Photo's of the property both before and after project shall be submitted. Digital photos preferred. |

RETURN COMPLETED APPLICATIONS with all required attachments to:

Elkton Alliance, Inc.
 101 East Main Street
 Elkton, MD 21921
 info@elktonalliance.org
 T: 410-398-5076

Elkton Alliance

ELKTON FACADE RESTORATION PROGRAM

PROCEDURAL GUIDELINES

General Program Structure and Purpose

A. FACADE Restoration Program (FRP) Goal

To help local businesses located in the Neighborhood Business Development Program (NBDP) target area preserve and rehabilitate the exteriors of their commercial properties, to preserve the economic viability of needed commercial service, and to improve the appearance of the Town of Elkton business district.

The Facade Restoration Program (FRP) will make funds available for interested downtown commercial property owners or businesses within the designated area to improve the appearance and soundness of their building facades. The program requires a 50% match of the total cost of renovations provided by the landlord or tenant of the property.

Note: The 50% guideline will be fixed maximum. The goal of the Alliance will be to provide only the amount that the property owners are unable to provide with their own funds or conventional grants.

B. Method

Financing the cost of the rehabilitation with matching grant money is subject to the review and approval of the Elkton Alliance FRP grant committee. Grant funding is provided by the State's Community Legacy program.

C. Eligible Applicants

Owners of existing businesses, either business properties or business tenants (with landowner approval) located in the designated area, are eligible to apply for FRP grants. One grant per business per year.

D. Eligible Activities

1. Facade Rehabilitation - eligible FRP activities generally include labor, materials, fixtures, and other contract items necessary for the proper execution and completion of facade rehabilitation. Rehabilitation includes the repair or alteration of exterior facades to make possible the recovery for preservation of the significant features of the structure. Facade rehabilitation/restoration may include improving the appearance of the building through exterior painting, door and window replacements, and trim treatments including awnings, flower boxes, and signage improvements.
2. Facade Construction - new façade construction or additions in keeping with the historic context of the community will be reviewed by Façade Committee, and many may be subject for approval by the Historic Architectural Review Commission. The project will be approved if it supports the goals of the community.

E. Ineligible Activities

1. New Construction - creation of a new structure or facility where none exist as present, or the total replacement of an existing structure with a new one, or a substantial addition to

an existing building is not eligible.

2. Property Acquisition - Acquiring title to a structure or a property, is not eligible.
3. Business Assistance - Funding for the business salary, overhead, similar costs of doing business is not eligible.
4. Interior Remodeling - Interior reconstruction, rebuilding, new installations, or the purchase of interior furnishings, equipment is not eligible, except for storefront windows.
5. Legal, Insurance, and Permit Expenses - Legal fees, and personal properties premiums, licensing and permitting fees (for building permits, etc.) related to grants for eligible activities are not eligible.
6. Architectural and Engineering Services - Providing the design, architectural renderings, and site plans, listing work items, estimated cost of construction, and related professional services for the projects is an applicant's matching requirement and may not be eligible.
7. Residential Properties - Structures devoted solely for single family detached residential use are not eligible.

F. Target Area

Any business located within the confines the NBDP target area (see attached) may be eligible for FRP grants.

G. Terms and Conditions of Grants

Grants and applications will be reviewed and approved at regular intervals.

H. General Administration

The Elkton Alliance FRP Committee with the assistance of the Town of Elkton Building and Zoning will administer the FRP. The Elkton FRP grant committee will provide final review and approval.

Application and Review Procedures

A. Application Requirements

The application shall provide the following, either separately or on forms provided by the Elkton Alliance.

1. Name, address, phone number, address of property.
2. Letter of intent outlining the proposal projects in terms of the Property Restoration Guidelines Notes below.
3. Proof of ownership or, if relevant, owner's authorization to apply for FRP grant
4. Photo's of the property both before and after project begin shall be submitted. (Digital photos will be accepted)
5. A site plan to scale may be required depending upon the nature of the proposed improvement.

- (a) Proposed modification and proposed use.
 - (b) Elevations and sketches showing proposed signs graphics, awning, windows and window display areas, public entrances, exterior treatment and cleaning (if applicable); proposed color scheme, landscaping, exterior building components, and the relationship of the design to adjacent and nearby existing properties.
 - (c) Types of materials to be used in the project.
6. Estimate of total cost of project, construction and material to be itemized.
 7. One (1) quote for the purchase of the materials and/or the work to be performed will be required. Copies of quote received must be forwarded with an application to the Elkton Alliance, Inc.
 8. The contractor(s) selected must be properly registered, licensed, insured, and pass a debarment check as required by law.
 9. Estimated contractor's total cost of project with sufficient detail for the committee to evaluate.
 10. Owner contracts for improvements and carry's out construction. Elkton Building Inspectors monitor construction where required.
 11. Construction must begin in 30 days after contract and completed within 60 days of construction unless otherwise approved by the FRP committee.

A Review Procedure

1. Property owner notifies the Elkton Alliance in writing that he/she would like to make improvements to a building and participate in the Facade Restoration Program. The Alliance makes a determination as to whether the building is a suitable candidate for funding.

Note: A permanent committee will be responsible for this determination. It will consist of a local banker, the Elkton Planner, a Main Street businessperson, an architect, and a member of the Board of Directors of the Alliance. The Executive Director of the Alliance will function as staff to the committee.

2. The suitability determination will be based on building condition and location, building use (operating business or vacant), work proposed, (improvements or maintenance repairs,) historical significance, relation to the approval, and the other factors considered important by the committee members. The Committee in consultation with the Town of Elkton and the Elkton Alliance Board of Directors will establish general priorities.
 - (a) Elkton Alliance staff meets with property owner to explain the program, its design guidelines, and the priorities for Restoration.
 - (b) The Executive Director of the Alliance will be responsible for the initial meeting with the property owner and to provide them with guidelines describing the program, the physical improvement eligible, and the geographic area eligible, the design guidelines, and a sample Agreement and Easement.
3. Complete application and supporting documentation shall be submitted to the Elkton

Alliance Director, who in turn, will submit the relevant material to the Elkton Alliance FRP Grant Committee with the designs and the cost estimates for the restoration.

Note: The Executive Director will provide a list of local architects, designers, and construction companies, with demonstrated financial and technical responsibility in renovation work. Owners will not be limited to those on the list, but will be encouraged to use local businesses.

4. Facade Design and cost reviewed by the Elkton Alliance FRP Committee for conformance with its design guidelines and funding properties.

Note: The Committee for conformance to the design guidelines reviews the renovation proposal. The amount of funding will be available to each project will be determined by the significance of the project to overall revitalization and the funds available to the program from the banking community. Where there are not structural changes an architect is not necessary.

5. The application shall be approved, approved with conditions, or disapproved by the FRP Grant Committee. The applicant will be notified in writing of the committee's decision.
6. The Committee will review and approve applications on a timely basis.

C. Property Restoration Guidelines for Approval

1. Whether the project contributes to the general revitalization of the NBDP target area.
2. Whether the project's, design and proposed use conforms to or, is in harmony with the character and development pattern of adjacent and rear by business.
3. Whether the project', design conforms, in so far as possible, to the following design standards:
 - (a) The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may need approval of the Historic Architectural Review Commission.
 - (b) Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary the new material should match the material being replaced in design, color, texture, and other visual qualities.
 - (c) Contemporary design for alterations to exiting properties is acceptable if such alterations do not destroy significant historical, architectural and cultural materials, and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

Program Administration

A. Letter of Award

Two (2) copies of a Letter of Award shall be forwarded to the applicant. The letter shall include the amount of the grant and conditions associated with it as well as the expiration date. The applicant shall return one (1) signed copy of the letter, which will represent acceptance of its terms.

B. Permitting and Code Requirements

1. The contractors must secure building permit (if required) and will be expected to complete the project in accordance with all -applicable codes, ordinances, and standard engineering practices
2. The applicant must notify the Alliance of the contractor selected, the contractor amount, and the anticipated dates of the start and completion of the rehabilitation.

C. Change of Order

1. The Elkton Alliance FRP Committee in writing must approve all change orders.
2. Approval of change orders does not alter the original agreed amount of the grant.

D. Project Completion

1. Following completion of project and following the satisfaction of all Federal and FRP Program requirements, the applicant will provide the Elkton Alliance with documentation of expenditures for the project, and proof these expenditures are paid in full.
2. Following the verification of these expenditures the Elkton Alliance will issue payment of grant funds.

E. Maintenance of Improvements

As part of the grant closing, the applicant shall agree in writing for a period of five years following the date of completion of the façade restoration project, to maintain all improvements made per the approved plans in their finished state. The Elkton Alliance FRP Committee must approve any alteration to the façade. The Elkton Alliance will monitor activities during that period of time.