

## Commercial Façade Matching Grant

Grants shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed **\$25,000 per 19 linear feet of publicly visible façade**, up to a maximum of \$50,000. Any projects totaling less than \$1,000 are not eligible. Projects shall be completed within 9 months.

### Eligibility Requirements

Eligibility requirements for projects include but are not limited to the following:

- All work must be done on a publicly visible facade of an existing building.
- All work must be done on the exterior of the building and result in a publicly visible improvement.
- Facade Grant funds cannot be used to restore property damaged by collision, acts of nature or occurrences that are covered by insurance.
- Only work begun *after* approval by the FDC board will be eligible for a grant.
- All work must comply with the Architectural Design Guidelines as adopted by the Franklin Development Corporation.
- The project cost must exceed \$1,000 to be considered for a facade grant.
- The property must be used primarily for commercial purposes. Mixed use properties and 3+ residential units are eligible.
- The property must be located within or immediately adjacent to the eligible area, as defined by the FDC board.
- Routine maintenance such as painting, masonry, fencing, and lighting has to be part of a larger renovation project.
- If a property is vacant or contributing to a blighting effect on the area or neighborhood, it will take priority over other projects.
- If a property is on a major thoroughfare it will take priority over other projects.
- Applications that demonstrate major historical restoration will take precedence over smaller projects.
- Applicants should demonstrate the ability to increase the quality of materials used in the project through the assistance of this program.
- Projects with a larger total private investment being made in the entire property will be given higher consideration.
- Applications shall demonstrate how this program will deliver a higher quality project than otherwise possible.
- Projects will be funded in order of priority as compared to other applications received and based on current program funding available. Projects that meet all eligibility requirements will not automatically receive funding.
- The first draw will not be issued until all necessary permits have been obtained.

## Process

### Steps

1. Completed application due. Applications are accepted monthly. See attached 2022 calendar for application deadlines for each month.
2. Staff reviews applications for completion and loan eligibility is determined by loan and grant committee.
3. Site visits are conducted.
4. Loan and Grant Committee meets to determine loan and grant awards.
5. Loan and grant awards announced at the FDC board meeting.
6. A commitment letter is issued to the applicant outlining the terms and conditions of the approval. Signed commitment letter is returned to the FDC.
7. See page 4 for information on grant funds disbursement.

## Properties Not Eligible

The following types of properties are not eligible for the Facade Grant Program:

- Tax-delinquent properties
- Property whose owner has any other tax-delinquent property
- Property in litigation
- Properties not located within the Integrated Economic Development Area
- Property whose intended use does not comply with the City of Franklin's zoning ordinances
- Properties known to have environmentally contaminated soil
- Properties whose owner has ANY unresolved municipal code violations within the City of Franklin

**Please Note:** The FDC Board reserves the right to fund all or part of an application.

## Application Review

Staff will determine if the application package that is submitted is sufficiently complete to review, and will forward the application to the Design Review Committee and the Loan and Grant Committee.

The Design Review Committee will meet with the applicant on-site to discuss the specifics of the project.

The application package will be reviewed by the Design Review Committee to determine whether the project meets the architectural guidelines. It will then be forwarded to the FDC Loan and Grant Committee for review and ranking. The Loan and Committee will review the application and forward it to the full FDC board with a recommendation for approval or denial. The FDC board will consider the following factors and will give priority to projects that meet the following criteria:

- Is the project in historic district or is it in an individually eligible historic building?
- Will the project positively contribute to the city's assisted redevelopment efforts?
- Will the project ameliorate a blighting influence?
- Will the grant result in an improvement that would not be made otherwise?
- Does the project comply with the Franklin Development Corporation's Architectural Design Guidelines?
- Will the grant result in a higher quality projects than would otherwise be financially possible?
- Is there work being done to the building in addition to the façade(s)? Please provide as much information as possible regarding the total amount of private investment being made to the property.

## Required Materials for Application

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. **Failure to provide required documentation will delay the review process.** The items submitted should include:

- A completed application form
- Written permission from the property owner to conduct facade improvements
- Color photographs of existing conditions
- Samples of materials and colors to be used
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule
- Detailed proposal from contractor showing the work to be done, the costs, and the project completion schedule. Any contractor from the Approved Contractor List may be used.
- Owners who can demonstrate ability may perform work on their own building; however, they will not be reimbursed for time while acting as contractor and/or installing material. *Material costs and labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay and the employees' social security numbers, etc.*
- Applications received after the date and time prescribed by the FDC for each round of funding will not be considered until the next eligible round of funding.

## Grant Disbursement

A grant shall be limited to no more than 50% of the total cost of eligible improvements, **not to exceed \$25,000 per 19 linear feet of publicly visible façade, up to a maximum of \$50,000**. Any projects totaling less than \$1,000 are not eligible.

The FDC Grant and Loan Committee reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the architectural design guidelines
- Does not conform to the proposals submitted with your application and authorized by the Facade Grant Committee
- Are not commensurate with the workmanship and cost customary to the industry
- Are not completed within nine (9) months. Since the Facade Grant Committee cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed by the completion date. *Requests for extensions will be considered only if made in writing and significant progress towards completion has been demonstrated.*
- FDC staff will inspect work to ensure that it complies with the approved plans. ***Any changes to the approved plan will require a written request from the applicant and approval by the Design Review Committee in order to retain facade grant eligibility.***

## Required Materials for Disbursement

Grant disbursements will be made periodically as the project is completed. An initial disbursement can be made immediately upon approval of the application for the purpose of purchasing the initial materials for the project. This disbursement must be accompanied by an invoice and/or purchase order for materials. Draw disbursements should be grouped as much as possible. The applicant can pay invoices and be reimbursed by the FDC, or the FDC can pay contractors directly.

- The first draw will not be issued until all necessary permits have been obtained.
- Copies of all paid invoices and checks must be submitted for each draw request. The invoices must be marked paid, signed, and dated by the contractor in order for the applicant to be reimbursed.
- The applicant should also submit photos with each draw request and allow an agent of the FDC to inspect the property before each draw.

# Commercial Facade Grant Program Application

## APPLICANT INFORMATION

Name:
Phone Number(s):
Referred by:

## FOR OFFICE USE ONLY

Application Date:	
Approval Date:	
Case Number:	
Amt Requested:	Amt Approved:

## PROPERTY OWNER INFORMATION

Name:			Years Owned:
Address:			Business Phone:
City:	State:	ZIP:	Cell Phone:
Type of Ownership:		Email:	

## BUSINESS AND/OR PROJECT LOCATION INFORMATION

Business Name:		Bus./Project Owner's Name:	
Address:		Phone:	
City:	State:	ZIP:	
Type of Business:	Property Use:		

## PROPOSED IMPROVEMENTS (Attach Additional Pages as Needed)

Description of Improvements:	
Are there other improvements being made to the property that are not eligible for the façade grant? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes</b> , please attach a written description to the application including the dollar amount of said improvements.	Estimated improvements cost for publicly visible facade:

The applicant  owns  leases the property in consideration.

The applicant has read and agrees to comply with the Franklin Development Corporation's Architectural Design Guidelines and to complete the project within the specified time allowed. All required materials for a complete application are attached to this form.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# FRANKLIN

DEVELOPMENT CORPORATION

## 2024 Calendar of Meeting Dates

Application Deadline 4:00pm Friday	Site Visits ~3:00 - 5:00pm Tuesday	Loan & Grant Committee 3:00pm Wednesday	Board Meetings 9:00am Wednesday
February 2, 2024	February 13, 2024	February 21, 2024	February 28, 2024
April 2, 2024*	April 9, 2024	April 17, 2024	April 24, 2024
May 31, 2024	June 11, 2024	June 19, 2024	June 26, 2024
August 2, 2024	August 13, 2024	August 21, 2024	August 28, 2024
September 27, 2024	October 8, 2024	October 16, 2024	October 23, 2024
November 1, 2024	November 12, 2024	December 4, 2024*	December 11, 2024*

Applications are due by 4:00pm on the dates listed in the first column above. Applications should be submitted to the Franklin Development Corporation, Attention Krista Linke. The Franklin Development Corporation office is located on the third floor of City Hall, 70 E. Monroe Street, Franklin, Indiana 46131.

The Discover Downtown Franklin Design Committee will lead site visits on a bi-monthly basis on the dates listed in the second column above. The Design Committee will schedule a specific time to meet on-site with potential applicants to review the scope of the proposed project.

The Franklin Development Corporation Loan and Grant Committee meets on the dates listed in the 3rd column above. The Loan and Grant Committee meets at 3:00pm on the third floor of City Hall, 70 E. Monroe Street, Franklin IN 46131.

Franklin Development Corporation Board Meets on the dates listed above in the 4th column. The Board meets at 9:00am on the first floor of City Hall, Council Chambers, 70 E. Monroe Street, Franklin, Indiana 46131.

\* Indicates a variation from the regular monthly meeting date.

**Property Recovery Task Force** meets at 9:00am at Main & Madison (upstairs) on the third Wednesday of each month.

**Awareness Committee** meets at 9:00am at Main and Madison (upstairs) on the second Wednesday of each month.

**Finance Committee** meets as needed for the budget, tax return, and audit.