



Waynesboro Economic Development Authority  
Waynesboro Downtown Development, Inc.

**FAÇADE IMPROVEMENT GRANT  
APPLICATION**

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Name of Applicant _____	Date Submitted _____
Name of Property Owner _____	
Applicant Mailing Address _____	
City _____	State _____ Zip _____
Applicant telephone number(s) _____	
Applicant email address _____	

Property Address \_\_\_\_\_

Building Name, *if any* \_\_\_\_\_

Tax Map and Parcel Number \_\_\_\_\_

Existing Property Use(s) \_\_\_\_\_

Proposed Property Use (if different) \_\_\_\_\_

Type of Improvement: *(Check all that apply)*

Exterior \_\_\_\_ Sign \_\_\_\_ Paint \_\_\_\_ Awning(s) \_\_\_\_

Other (specify) \_\_\_\_\_

Does the improvement project include the entire façade? \_\_\_\_\_

Brief Description of Improvement Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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A complete application must include the following as supplemental attachments:

1. Color photo of the existing building
2. A complete façade Design Plan or Rendering
3. Sample of proposed material colors (paint chips, awning materials, etc)
4. Property owner's written approval (*if applicable*)
5. Cost estimate(s) from licensed contractors(s)

Total Cost of Improvement     \$ \_\_\_\_\_

Total Reimbursement requested \$ \_\_\_\_\_ (*50% of total project cost, up to \$5,000*)

I understand that reimbursement is granted upon completion of the project as outlined in this application. The applicant must submit evidence of payment for services and/or materials.

**I understand that changes made to the approved design will disqualify the project for any available grant funding from the City of Waynesboro at the discretion of the Economic Development Authority and the WDDI Design Committee.**

I further understand that reimbursement depends on annual funding appropriations by the City Council of Waynesboro.

To the fullest extent permissible under Virginia law, the applicant and contractor will hold harmless and indemnify the Office of Economic Development, the Economic Development Authority, and the City of Waynesboro against all costs, damages, claims, liabilities, expenses, losses, and court costs in the event of property damage or physical injury as a result of working on the project.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Completed Application received on \_\_\_\_\_, 200\_\_ by \_\_\_\_\_  
*Waynesboro Office of Economic Development*

## **FAÇADE IMPROVEMENT GRANT PROGRAM GUIDELINES**

*Jointly sponsored by the City of Waynesboro Office of Economic Development,  
the Economic Development Authority and Waynesboro Downtown Development Inc.*

### Program Objectives

Development of a visually harmonious downtown.

Encourage downtown businesses and building owners to invest in downtown buildings through a unified design development and review process.

### Program Budget

This program is funded on an annual basis through the City of Waynesboro and the Waynesboro Economic Development Authority. Façade Grant applications are accepted on a rolling basis until annual funds are fully expended. In cases where annual funds are insufficient to cover additional grants, the City of Waynesboro or the Economic Development Authority may consider additional appropriations on a case-by-case basis.

### Program Description

The Façade Improvement Grants are reimbursement grants, available for 50% of the total project cost, up to a maximum of \$5,000. An applicant may apply for reimbursement for more than one façade when buildings front on more than one street. Only one elevation is eligible in a single fiscal year.

*Qualified Applicant.* Any owner of a downtown building, or any tenant or prospective tenant having the building owner's written approval.

*Qualified Area.* The downtown Enterprise Sub-Zone, outlined on the attached map. Special focus may be given for properties within the core downtown Main Street district.

*Qualified Improvements.* External improvement to the property façade, including walls, windows, awnings, lighting, signage, and landscaping. This includes installations, significant repairs that are part of a larger improvement project, replacements, and cleaning and repointing of masonry. Routine maintenance is not eligible.

*Improvement Standards.* All façade improvements must conform to the Design Plan approved by the WDDI Design Committee. Any changes necessitated while the project is under construction must be approved by the Design Committee prior to installation. All construction must be done in accordance with local code, including building permits where applicable.

All improvements must incorporate the design vocabulary on display in photographs of previously funded projects, the downtown façade designs prepared by Virginia Main Street architects, and the Main Street Design Guidelines report. All are available for inspection in the WDDI offices at 301 West Main Street.

#### Application Process

Each applicant must submit one original and two copies to the Waynesboro Downtown Development Inc. offices. *The order in which completed applications are received determines the order of funding approval.* Applications will typically be reviewed on a monthly basis by the WDDI Design Committee for certification of appropriate design criteria and the Economic Development Authority for approval of funding. Design Committee approval will typically require two meetings when changes to the original design are suggested.

Grant recipients will be notified immediately upon project review.

Reimbursement will be made within thirty days of invoice submission and project review by the Director of Economic Development and at least one member of the Design Committee.

When funding for the current year is exhausted, WDDI may continue to accept applications. If approved, reimbursement requests may be funded through undesignated EDA funds or held by the EDA until the next fiscal year. Reimbursement for applications held over to the next fiscal year depend entirely on the amount of funding appropriated by the Waynesboro City Council.