



City of Waynesboro Economic Development Office  
 Waynesboro Economic Development Authority  
 Waynesboro Downtown Development, Inc.

## FAÇADE IMPROVEMENT GRANT APPLICATION

Page 1 of 2

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 a minimum of two 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 of physical injury as a result of working on the project.

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

Completed Application received on \_\_\_\_\_, 201\_\_ by \_\_\_\_\_  
*Waynesboro Downtown Development, Inc.*  
*Design Committee*

## 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

To develop a visually harmonious downtown, and to 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.

One grant application can be made for each side of a building facing a public street or improved alleyway, and can be made simultaneously. However, only one approved grant will be paid per 12 months.

### Program Description

The Façade Improvement Grants are reimbursement grants, available for up to 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 fronts on more than one street. Only one elevation is eligible in a single fiscal year.

*Rating System:* All application approvals will be based on the attached rating system.

*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 such as painting, including walls, windows, doors, awnings, lighting, and signage. This includes installations, significant repairs that are part of a larger improvement project, replacements, and cleaning and repointing of masonry.

*Ineligible Actions.* Improvements made prior to grant approval. Routine maintenance, such as window cleaning, sandblasting of masonry.

*Ineligible Actions – signs.* No LED signs will be approved.

*Improvement Standards.* All façade improvements must conform to the Design Guidelines approved by the WDDI Design Committee. The Design Committee must approve any changes necessitated while the project is under construction 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 Downtown Design Guidelines. All are available for inspection in the WDDI offices at 301 West Main Street. The Design Committee has the discretion not to approve any application it feels is not appropriate, but will make every attempt to provide appropriate alternatives to the applicant.

#### Application Process

Each applicant must submit one original and two copies to the Waynesboro Downtown Development Inc. offices (as outlined on page 2 of the application). In order to assure consideration, applications must be submitted to the Design Committee 5 (five) business days before their regular monthly meeting (the 3<sup>rd</sup> Wednesday of the month). *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 if / when changes to the original design are suggested. A previously submitted application must be resubmitted for review if changes are made under the Design Committee's approval.

Grant recipients will be notified by letter, reiterating the parameters of the project, and to include the rating sheet score, immediately upon project review.

Grantee must submit a paid bill to the Design Committee or Main Street director for reimbursement, together with an affidavit from the contractor certifying the work, as submitted, is complete. Any unapproved changes will void the grant. Reimbursement will be made within thirty days of invoice submission and project review by the Director of Economic Development and WDDI staff and / or at least one member of the Design Committee.

Design approval will be based on the following general selection criteria:

1. The visual prominence of the building and its location.
2. The aesthetic quality and historic accuracy of the design proposal.
3. The historical or architectural significance of the building.
4. The potential visual impact of the rehabilitation project, with regards to the particular building, the block, the streetscape, and the economic development of the designated Project Area.
5. The comprehensive approach of the design, and the long-term durability and sustainability of the improvements.

Rating:

Each criterion will be judged on a scale of 1 to 5 (5 best).

Each committee member will judge each criterion.

Totals will be tabulated and an average computed.

Total grant available per project is \$5,000.00.

The average total will be multiplied by total cost of project to calculate the grant amount.

Example:

Criterion	Committee Members				
	A	B	C	D	E
1	3	2	3	3	2
2	4	3	4	4	3
3	5	4	5	5	4
4	1	2	1	1	2
5	3	2	3	3	2
<b>Total</b>	<b>16</b>	<b>13</b>	<b>16</b>	<b>16</b>	<b>13</b>
<b>Average</b>	<b>3.2</b>	<b>2.6</b>	<b>3.2</b>	<b>3.2</b>	<b>2.6</b>

Grant: \$5,000.00 x 59% (2.96 average score) = \$2,950.00