



## FAÇADE GRANT PROGRAM TERMS & CONDITIONS

### City of Roanoke, Texas

#### Eligibility requirements

As part of the Historic Downtown renovation and development effort, the City of Roanoke is offering matching grants to Downtown business and building owners through the **Façade Grant Program**. The "Downtown Plan" defines Historic Downtown boundaries, which is available for review in City Hall.

Façade grant renovation can be used on an exterior portion of the building that is visible to the public. **Façade grant money may not be used for interior renovations or roof repair.** Specific suggestion for improvements are listed (but not limited to) these below:

1. Façade facelift: Painting/trim work, including Victorian touches, such as gingerbread, & stained glass windows
2. Front porch addition/enhancement
3. Window boxes, decorative planters, gazebos, trellises, arches, fountains, statuary and landscaping improvements to include antique gardening style such as climbing roses, flowering trees and shrubs, perennials, bulbs. ( Landscaping improvements will require a specific ongoing maintenance agreement.)
4. Appropriate benches, porch swings, gliders, and rocking chairs for public/customer use.
5. Appropriate signage

**Application Deadlines**

Application will be accepted starting when Phase 2 of Gateway Plan is completed and approved by City Council until all allocated funds are distributed. An initial period of three weeks for submission of applications will be granted before formal review of applications. This period will commence after one month of prior notification via newspaper, newsletter, and mailed out cards to all business and building owners. The grant recipients will be notified by a member of the Review Committee upon approval. All applicants will be notified of the decision of the Review Committee in a timely manner. Work must begin within 90 days of the acceptance of grant and should be complete or significantly under progress within one year of the issuance of said grant.

**Application Requirements**

The grant application must include a recent price quote from either an architect or licensed contractor. This quote shall be utilized only for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the sole responsibility of the applicant, not the City of Roanoke.

**Guidelines**

A review committee from the City Staff shall review Grant applications and commendations will be presented to the City Council of Roanoke for approval. In keeping with the City of Roanoke's desire for Historic Downtown renovation improvements, traditional, Victorian and Old Town design styles are encouraged. The City will require adherence to agreed upon design standards. The City Council of the City of Roanoke has reserved the right to sole discretion in awarding the matching grants.

Total Grant request may not exceed \$15,000 with matching funds of \$15,000 by applicant. Applicant can elect to provide more than 50% if a higher dollar amount improvement is desired. The matching funds will be limited to a maximum of the \$15,000 per business/building owner per budget year. The allocated funds will be distributed on a first come, first serve basis after an initial three week period for submissions.

**Guidelines** (continued):

Payment of grant funds shall be a reimbursement after work is satisfactorily completed to the terms of the application and grant authorization. Copies of all invoices must be submitted to receive reimbursement.

Any improvements completed under the Façade Grant program shall become permanent fixtures of the building. They may not be removed by the business owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the City of Roanoke. This provision shall not apply if a future change is made to the building for the purpose of further renovation that will enhance the redevelopment of the downtown area.

Applicants requesting grant monies for landscaping will be required to commit to an ongoing maintenance agreement requiring proper care of landscaping materials. Failure to comply with landscaping maintenance agreement will result in grantee's being ineligible for participation in future City grant programs for a period of 36 months and further action at the City's discretion.