

Nov. 6, 2015

Dear McCordsville Business Owner:

Earlier this year the McCordsville Redevelopment Commission approved a new program which may be of great interest to you. The program is a Façade Improvement Grant Program and is designed to provide matching grant funding to assist businesses and property owners in making improvements to storefronts and buildings. Examples of some façade improvements follow this letter.

Your business falls within the Façade Improvement Grant Area (map included). Included with this letter is information regarding the program, eligible and ineligible activities, type of grant funding, the application process and the application form. Our first grant application deadline is **January 31, 2016**. There will be a second grant opportunity later this spring with a June 30, 2016 application deadline.

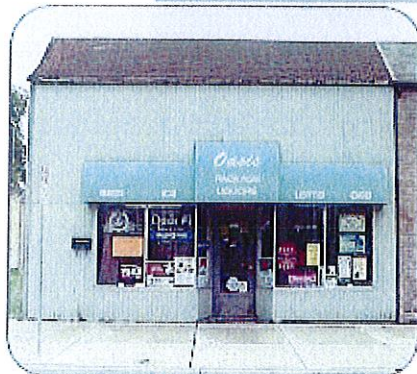
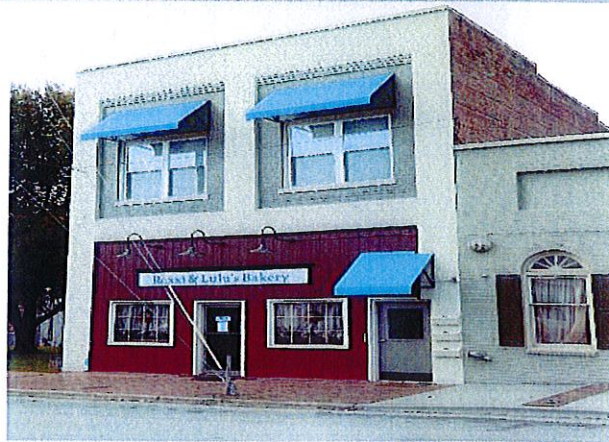
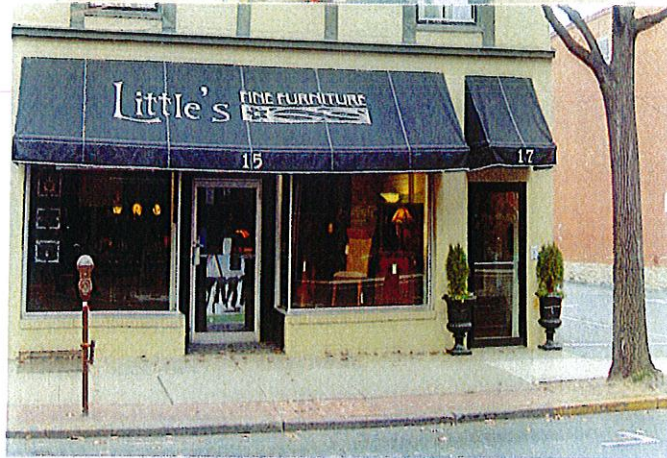
Please review the enclosed information carefully. As this is a new program, we anticipate you may have questions. Please feel free to direct your questions to either myself at tgalbraith@mccordsville.org or our director of Planning & Building, Ryan Crum at rcrum@mccordsville.org.

We hope you will consider taking advantage of this funding opportunity and look forward to working with you.

Sincerely,



Tonya Galbraith
Town Manager



Façade Improvement Grant Program

Program Overview

The Town of McCordsville's Façade Improvement Grant Program is designed to stimulate investment and initiate aesthetic improvements along Broadway from CR 750 West to CR 600 West, one property deep. The program is administered by the Town's Redevelopment Commission (RDC). All completed applications will first be reviewed by Town staff for adherence to architectural standards and will be followed by a full review by the RDC before being approved for funding.

Awards will be made yearly on a first-come, first-served basis until the funding is depleted.

Program Objectives

To restore and develop a thriving, lively commercial atmosphere along the Broadway Corridor. The Façade Improvement Grant Program is designed to assist business and property owners who want to make improvement to their storefronts and building.

Eligibility Requirements

To participate in the Façade Improvement Grant Program, an eligible property must:

- Be located within the Program Boundaries (see map).
- Have commercial activity as its primary purpose.
 - Including, but not limited to traditional retail and specialty shops, services, food establishments, and professional offices.
- Not be delinquent in property taxes, liens or fines.
 - This requirement applies to both property and applicant.
- All work must comply with existing zoning regulations or have been approved for a variance by the Board of Zoning Appeals (BZA).
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with the façade renovation.
- Applicant is responsible for all construction management and contracting work as well as obtaining any necessary building permits and comply with all applicable local, state, and federal codes.
- Grant reimbursements will be made after the project has been inspected for compliance with the approved design.
- Façade improvements must be completed within 12 months of grant award. One extension not to exceed six (6) months may be requested. Failure to complete the project by the specified completion date will result in forfeiture of the provided funds.
- Tenants may submit applications with a signed consent form from the property owner.

- If a building is a multi-tenant building, the applicant must be the owner of the building and the façade improvements would apply to the entire building.

Types of Grant Funding

Exterior Façade Improvements:

- A 50 percent reimbursement up to \$5,000 of the actual costs for the façade and/or related exterior rehabilitation. Applicants must match the grant amount with funding from other sources.
- A 50 percent reimbursement up to \$1,500 for exterior painting. Applicants are highly encouraged to utilize paint that will last for a significant amount of time, such as 10 years. Applicants must match the grant amount with funding from other sources.

Sign, Awning, Lighting Improvements and Landscape Improvements:

- A 50 percent reimbursement up to \$2,500 of actual costs associated with the replacement of existing signage, awnings, and/or lighting, or installation of new signage, awnings or lighting. Applicants must match the grant amount with funding from other sources.
- A 50 percent reimbursement for up to \$500 for landscape improvements. Applicants must match the grant amount with funding from other sources.

Eligible Activities

Items include, but are not limited to:

- Repair to building exterior facades;
- Masonry repair;
- Cleaning of building exterior;
- Exterior painting;
- Cornices, entrances, door, windows, decorative detail, awnings, canopies and other architectural elements as determined by staff;
- Signs, window display areas;
- Lighting or similar enhancements;
- Landscape improvements which are permanent in nature (trees, bushes, etc.) and must be within 10' of the primary frontage of the wall.
- Other repairs which may improve or restore the aesthetic and/or historic quality of the building.

Ineligible Activities

Items include, but are not limited to:

- Interior improvements;
- Roofing;
- Additions to existing structures;
- Sidewalks;
- Purchase of furnishings or equipment;
- Improvements completed or in progress prior to notification of approval;

- Repair or creation of features not compatible with original architecture;
- Permit fees.

Application Process

- **Pre-Application Meeting:** All potential applicants are required to meet with the Town's Director of Planning and Building to review the application package prior to the application submission.
- **Application Submission:** In addition to the completed Façade Improvement Grant Application, all applications must include:
 - ✓ Current photographs of the property to be improved (at least one photograph per façade).
 - ✓ If the property is considered historic, historic photographs of the property to be improved (when available).
 - ✓ Detailed project plans and specifications, including a written description of improvements to be made indicating project materials, finishes and colors to be used.
 - ✓ Samples of all materials and surface applications to be used in the rehabilitation (i.e. paint, awning color/material, and any other finishes or treatments).
 - ✓ Copies of receipts or other documentation showing personal property, business property and real estate taxes paid in full is required to be eligible for program funding and is to be submitted with the completed application. If unable to provide receipts, documentation may be obtained by the applicant from the Hancock County Treasurer's Office (317-477-1152).
 - ✓ Itemized cost estimate for work to be completed by the applicant. Preliminary cost estimates from at least two (2) contractors.

Application Deadline

- Applications will be accepted twice a year. The first application deadline is January 31st and the second application deadline is June 30th. All application materials, completed in full, must be received no later than the above dates. Applications submitted after Jan. 31 or June 30 will not be considered. Applications should be submitted to:

McCordsville Façade Improvement Grant Program
 c/o Tonya Galbraith
 6280 W. 800 N.
 McCordsville, IN 46055
tgalbraith@mccordsville.org



McCordsville Façade Grant Program Application

Applicant Name: _____

Mailing Address: _____

Business Name: _____

Property Address: _____

Phone Number: _____

Email: _____

Estimated Start Date: _____ Completion Date: _____

Total Cost of Project: _____

Please attach the following supporting documents:

Appendix 1. Project description, including architectural renderings, where applicable. Samples of all materials and surface applications to be used (paint chips, awning color and material, brick or other finishes).

Appendix 2. Photos of existing building and close-up photos of areas to be improved.

Appendix 3. Professional cost estimates from contractors, architects, and tradesmen. Be sure to include cost estimates for both the materials and labor.

Appendix 4. Written permission of building owner, if the applicant is not the owner.

Appendix 5. Proof that all property taxes are current.

Complete and return to: McCordsville Façade Improvement Grant Program, c/o Tonya Galbraith, 6280 W. 800 N., McCordsville, IN 46055, or email building@mccordsville.org with questions.

TO BE FILLED OUT IF GRANT AWARD IS MADE

Applicant Signature

Town Manager or Planning Director

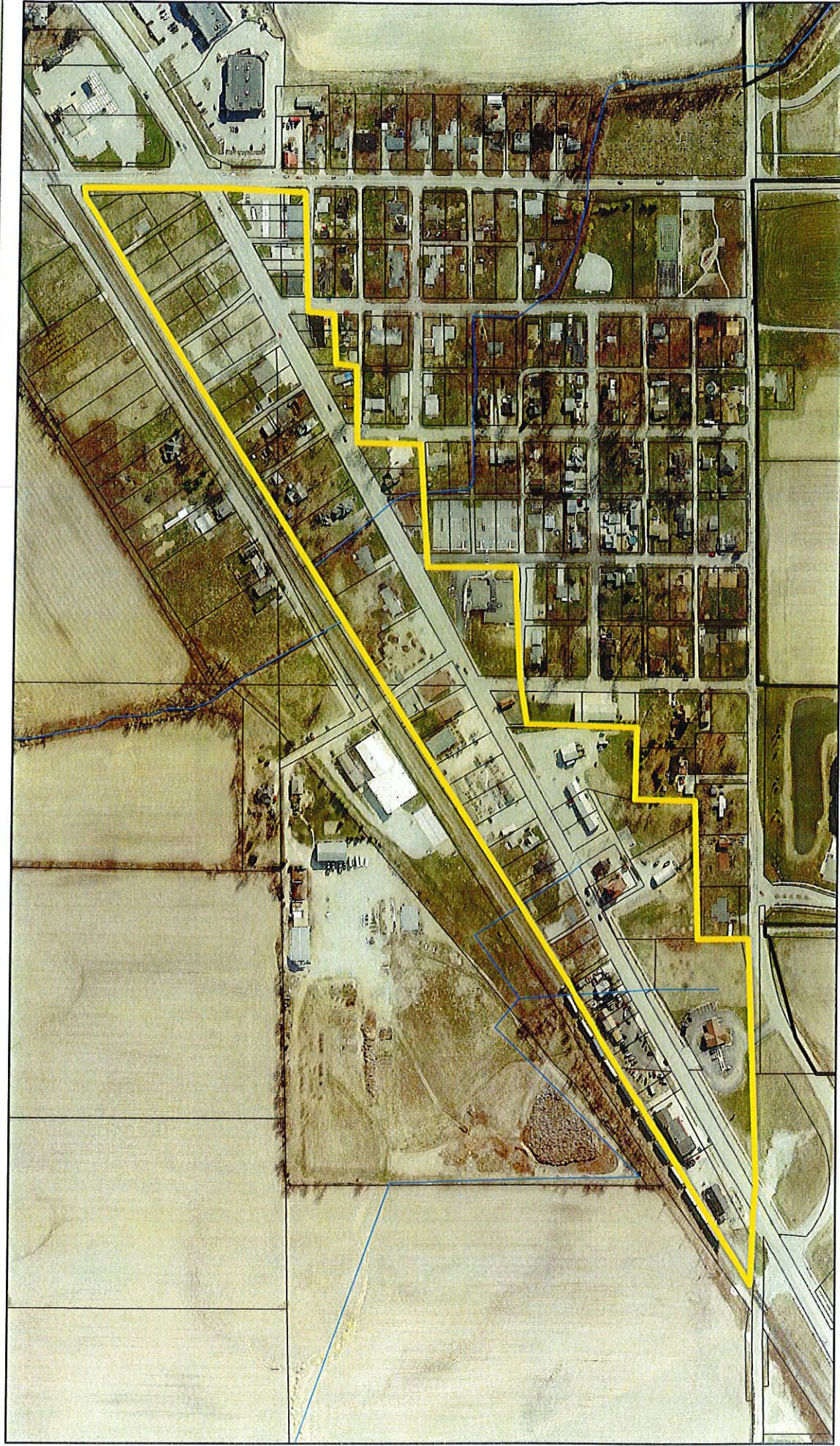
Date of approval

Exhibit A

Facade & Streetscape Grant Improvement Area

THE TOWN OF
McCordsville

Next Stop
McCordsville



Facade & Streetscape Grant Improvement Eligibility Area