



FAÇADE IMPROVEMENT MATCHING GRANT OPPORTUNITY

Façade Improvement Matching Grant

Façade Grants for rehabilitative and preservation work are intended to stimulate economic growth while improving the appearance and preserving the historic integrity of Downtown Dover. These matching grants are available for up to 50% percent of the cost of eligible expenses not to exceed \$5,000. Applications are reviewed and approved by the Downtown Dover Partnership Design Committee. Any eligible building/owner may be awarded up to two per year. Grant awards are subject to the availability of funds and determination of compatibility with the *Design Standards and Guidelines for the City of Dover Historic District Zone*.

Program Guidelines

- Buildings must be located in the targeted area of the Downtown Dover Business Improvement District.
- Work begun prior to submitting an application is not eligible for this incentive program.
- If the applicant is not the building owner, written permission from the owner must be submitted with the application.
- Eligible projects are generally façade improvements, including all sides of buildings visible from the street or alley, excluding roof work. Examples include, but are not limited to, the following:
 - Repairs to cornices, entrances, doors, windows, decorative details
 - Masonry repair or cleaning
 - Sign, awning, and lighting replacement or repair
 - Exterior painting
 - Installation of landscaping and site improvements
- Projects are to begin within three (3) months and be completed within six (6) months of the notice of award.
- Within six (6) months of the notice of award, copies of paid invoices and receipts as well as image(s) of completed work must be submitted to the DDP office for reimbursement. Grant award will expire after six (6) months.
- A three (3) month extension can be requested by contacting the DDP Office. If approved, grant award will expire after nine (9) months.

Review Procedures and Evaluation Criteria

- In order to ensure compatibility of funded projects with the *Design Standards and Guidelines for the City of Dover Historic District Zone*, work begun prior to submitting an application is not eligible for reimbursement through this incentive program.
- Prior to submitting an application, the applicant is responsible for applying for the appropriate building permit(s) from the City of Dover. The Department of Planning and Inspections can be reached at (302) 736-7010.

- New applications are distributed to the Downtown Dover Partnership Design Committee and placed on the agenda for discussion at the regular Committee meeting held on the second Wednesday of each month. Typically, there is a thirty (30) day review and approval period.
- The Design Committee considers whether each project's design is compatible with the elements of the Design Standards and Guidelines for the City of Dover Historic Zone, Chapter 3, Maintenance, Repair, Preservation and Restoration of Existing Historic Buildings. See <https://www.cityofdover.com/historic-district-guidelines->. Copy available upon request.
- Design Committee members have professional expertise in a variety of fields including but not limited to design, planning, building codes, graphics, architecture, and historic preservation
- Properties may receive a maximum of two (2) Façade Improvement Matching Grants in any fiscal year. All awards are subject to availability of funds. Priority will be given to first-time applicants.
- Applicants will receive letters of grant award or decline.

Reimbursement

- Upon completion of work (within six (6) months of notice of award), the applicant must notify the Design Committee in writing and submit images of completed work, copies of proof of payments (cancelled checks or credit card receipts), copy of any city issued permits, and completed and signed W9.
- The Downtown Dover Partnership reserves the right to inspect the completed project for compliance with the terms of the award. Processing of reimbursement payment may take four to six weeks.
- Falsified information or documents, or any other assertion of incorrect information to obtain grant funds, will disqualify the applicant from applying for, or receiving, funds for a period of one year from date of application. The DDP staff and Design Committee reserve the right for all final decisions.

Application Checklist

The application must be completed in full at the time of submission. The application will not be reviewed unless all information has been provided. Please make sure all of the following items are included:

If applicable, written permission from the property owner to perform the façade improvement.

Completed application.

Photographs of existing conditions including the overall façade view and details of project area.

Itemized cost estimate including information on materials, specifications and unit prices from vendors and/or contractors.

Samples (i.e. paint colors, siding samples) or specifications of the materials proposed for the project.

Drawings and/ or mock-up of proposed signage, awning, improvements, etc. for the project work area.



Downtown Dover Partnership Grant Application Façade Improvement Matching Grant

Property Address and Tax Parcel ID# _____

Business Name _____

Business Address _____

Property Owner Name _____

Property Owner Address _____

Property Owner Telephone and Email _____

I hereby certify that I am the owner of the building for which this façade grant is requested, and that the foregoing applicant, in filing this application for the approval of the Downtown Dover Partnership, is acting with my consent. I further understand that providing falsified information or documents, or any other assertion of incorrect information to obtain grant funds, will disqualify the applicant from applying for, or receiving, funds for a period of one year from date of application, and that the DDP staff and Design Committee reserve the right for all final decisions.

Property Owner Signature _____

Date: _____

Applicant Name _____

Applicant Address _____

Applicant Telephone and Email _____

Applicant Signature _____

Date: _____

Amount Requested (Up to 50% of eligible expenses with a Max. of \$5,000) _____

Estimated Total Cost of Project _____

Scope of Work: Describe project improvements/activities in detail. Include itemized cost estimates with samples of materials to be used, paint colors, renderings, plans, sketches, or drawings of the project area. Add attachments as needed. Photographs of existing conditions are required including overall façade view and details of work areas.

Photographs Itemized Cost Estimates Plans or Drawings Materials Samples

For Office Use Only

Grant # _____ Complete Application Rec'd _____

Application Forwarded to Committee _____ Grant Award _____

Agreement Date _____ Request for Reimbursement Rec'd _____

Work Completed & Confirmed _____ Grant Paid _____