



## **2011 Downtown Union Façade Grant Program**

**Purpose:** It shall be the objective of this matching grant program to provide assistance for the maintenance, rehabilitation, and upgrading of existing commercial properties within the Downtown Business District (B-1 Zoning). The program's intention is to encourage business growth and to make a positive statement about the Union business climate to the community, visitors, existing and potential business tenants.

**Sponsors:** The matching grant program is funded by an allocation by the City of Union and is administered by the Façade Grant Review Committee (FGRC) through the Union Area Chamber of Commerce.

**Eligibility Requirements:** All taxable commercial properties located within the Downtown Business District (B-1) are eligible for this program, with the exception of publicly owned buildings and residential homes and apartment buildings. All properties must be in conforming use under the City's zoning ordinance except a commercial use that has non-commercial properties due to lot, bulk or yard requirements and/or for which a variance has been granted. For the purpose of this program, no income producing residential properties will be considered as commercial properties. Properties will not be eligible if any property assessments or property taxes are not paid to date. Only one grant per year per property owner and or tenant per building or address will be allowed. Grant application must be received and approved before work begins.

**Applicants:** Owners, leasers, or a joint venture of these two parties may submit an application under this grant program. Tenants must submit written approval of the property owner and evidence of their leasehold interest.

**Grant Terms:** Grants made under this program shall be a minimum \$500 and shall not exceed \$2,500 per building (unless otherwise approved by the FGRC). The applicant is expected to provide at least a 50% match of his or her own capital to the total project cost. Grant monies will only be distributed after a project is completed and certified. The FGRC reserves the right to offer matching grants anywhere in the range of \$500 and \$2,500 based on need and or overall physical impact on the build environment (unless otherwise approved by the FGRC.) Failure to complete projects within 4 months of approval date will result in loss of approved funds.

Eligible Expenses: Façade grant money shall only be used for exterior repairs and renovations on commercial storefronts and facades which front on public streets, alleys or parking areas.

Exterior eligible expenses include, but are not limited to the following:

- 1) Repair and/or replacement of original building materials and decorative details which are deteriorated or missing.
- 2) Repair of non-original materials which cannot be removed due to deterioration of the underlying original building.
- 3) Design and maintenance improvements made to the front, rear or side elevations.
- 4) Cleaning of exterior building surfaces.
- 5) Tuck pointing and masonry repair
- 6) Painting
- 7) Repair, replacement or addition of entrances, doors, display windows, transoms, or second story windows.
- 8) Removal and/or repair of existing signs and awnings.
- 9) Other items that are viewed as necessary or complimentary to the properties exterior renovation as accepted by the FGRC.
- 10) Exterior improvements for the handicapped including, but not limited to ramps, doors, door openers, walks, guardrails, non-slip materials, or level platforms at doors.

Ineligible Expenses: Roofing repairs, construction of all new buildings, purchase of property, buildings or equipment, fixtures and furnishings, inventory or operating capital; any renovation activity completed prior to receiving final approval of loan funds; improvements not approved by the FGRC.

Eligibility Screening: Interested persons should contact the City of Union Community Development Department to discuss the initial renovation plans and to determine if the proposed project appears to be eligible for grant assistance under the terms and conditions of the grant program.

Application Submittal: To be formally considered for a grant request, an application (attached) must be completed in full and submitted to the FGRC.

Application Review: The City of Union Community Development Department shall review submittals to determine that all information is complete and accurate. The FGRC will then review all applications to assure compliance with eligible expenses. Once the application is approved the applicant will receive a letter of intent from the FGRC that commits the Union Area Chamber of Commerce to provide the money to the applicant after the project is completed and certified. If there are mitigating circumstances that do not allow an applicant to comply with the approved plan, the applicant, may, with minor changes, receive approval for a modified plan from the FGRC. More involved modifications of approved plans will have to be reviewed and approved by the FGRC. Once a plan is approved (with or without modifications) it must be adhered to. Should an applicant deviate substantially from the approved plan, the Downtown Union Façade Grant Program Committee will not release the grant money.

Drawing Down Grant Money: If all the following conditions are met, the Downtown Union Façade Grant Program Committee will provide the applicant with a certificate of completion indicating that the applicant has acted in good faith and has completed the project satisfactorily and the Union Area Chamber of Commerce will release a check made out to the applicant in the amount agreed upon in the contract. Certification of completion will be released when:

- Applicant supplies documentation that any permits required under the City's Building and Zoning Codes have been issued.
- Applicant and any contractors hired to complete the renovations must have an Active City of Union business license, unless exempt from licensing requirements per the City's Business License Code.
- All work is completed within the time period agreed upon or amended between the applicant and the FGRC.
- All work completed follows the agreed upon design.
- Documentation of applicants matching investment must be supplied.



City of Union  
Community Development Department  
500 E. Locust Street  
Union, MO 63084  
(p) 636.583.3600  
(f) 636.583.4509  
Email: [jgraves@unionmissouri.org](mailto:jgraves@unionmissouri.org)  
Website: [www.unionmissouri.org](http://www.unionmissouri.org)

## DOWNTOWN UNION FACADE GRANT APPLICATION

Name of Applicant: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Address of property that work will be done on: \_\_\_\_\_  
Name of the owner of the property in question: \_\_\_\_\_  
Owners Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

What is the existing use(s) of the storefront in question? \_\_\_\_\_

Date building was constructed? \_\_\_\_\_

Will you be using the services of a design professional for this project? \_\_\_\_\_  
If yes, who? \_\_\_\_\_

Please briefly describe the work you propose to do for this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the major components for this project, contractors who will be doing the work, and a breakdown of estimated costs.

<u>ITEM</u>	<u>CONTRACTOR</u>	<u>COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What is the total estimated cost of this project? \_\_\_\_\_

Proposed starting date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_

INVENTORIES

The following check list of documents must be provided along with the application form:

- Copy of a recent photo showing current condition of the building. Historic photos if applicable.
- Scale drawing showing alterations, colors, changes or improvements being proposed if applicable.
- Copies of written cost estimates from contractors.
- If the project is being carried out by a tenant, written approval from the property owner and evidence of leasehold interest must be provided. (property owner must also sign this application)

The undersigned applicant(s) affirm that:

The information submitted herein is true and accurate to the best of my (our) knowledge.

I (we) have read and understand the conditions of the Downtown Union Facade Grant Program and agree to abide by its conditions and guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**-----FOR FGRC USE ONLY-----**

Received: \_\_\_\_\_

Verified: \_\_\_\_\_

Project #: \_\_\_\_\_

Approved: \_\_\_\_\_

Modifications:

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

Completed: \_\_\_\_\_

Certified: \_\_\_\_\_