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**Perry Main Street Advisory Board
Downtown Development District Façade Grant Program**

Guidelines & Eligibility Requirements

Façade Grant Program Overview

The Perry Main Street Advisory Board offers a Downtown Development District Façade Program to current and active businesses located within the City of Perry's Downtown District/Perry Main Street District. The purpose of the Façade Grant is to provide incentives to downtown business and property owners within the Downtown Development District/Perry Main Street District to make improvements to historic properties, as well as to renovate and/or rehab buildings within the commercial core of Downtown Perry.

By stimulating investment and encouraging revitalization of Perry's Downtown District, Perry Main Street seeks to promote the historic character and sense of place that is unique to Perry through providing opportunity for business and property owners to honor their respective building's heritage, unique architectural features, historic appearance and significance, current condition, contribution to the District and overall impact.

All applications and proposed improvement projects will be reviewed by Perry Main Street's Design Committee. The Design Committee may approve or disapprove the proposed improvement at their discretion in accordance with the Façade Grant Program guidelines. The Design Committee may also make recommendations to the business or property owner for future consideration and review.

Potential improvement projects are considered eligible if the proposed property is located within the Perry Downtown Development District (DDD)/Perry Main Street District. For further information about the DDD, please, contact the City of Perry's Main Street Department at Perry City Hall, or go online to www.downtownperry.com, or www.perry-ga.gov. If a property is leased, the property owner must consent in writing to the proposed project and improvements. This consent may be provided in the form of a legally sufficient letter of support, or the property owner may also serve as a co-applicant for the Façade Grant Program.

The Design Committee reserves the right to also award grant funding to a proposed improvement based on the significance of the project and level of work to be completed, such as returning a building or structure to its historical integrity, meaning, the more significant the level of work proposed, the grant applicant could potentially receive a higher amount of grant funding. The maximum possible grant award structure is detailed below:

Façade Grant Award Structure

Each project is classified with specific funding limits per category.

However, payments may not exceed **fifty percent (50%)** of the total project cost.

Major Improvement(s):

Restoration/Rehabilitation <i>Substantial recapturing of a building's historic appearance</i>	\$1,500 award
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Minor Improvement (s)*:

Structural Stabilization <i>Does not include deferred maintenance by current owner</i>	\$750 award
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Landscaping improvements <i>Perennials must be approved by Design Committee.</i>	\$500 award
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Signage (Monument, frame, post and arm or other permanent structure for a sign) <i>Signage must adhere to the Perry Land Development Ordinance Section 106 Signage Control Standards and must be reviewed by the Design Committee.</i>	\$500 award
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Awnings <i>Colors and style must be reviewed by Design Committee</i>	\$500 award
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Other Changes/Improvements	\$500 award
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Multiple projects for Minor Improvements are allowed under the Façade Grant Guidelines, but applicant may not receive more than **\$1,000 in grant funding for minor improvement projects.*

**Any work performed before Design Committee review and grant award notification will be ineligible for grant funding.*

No more than one grant for a major improvement may be approved per property per fiscal year (July 1- June 30).

Applicants must complete the Perry Main Street Advisory Board's Downtown Development District Façade Grant Application, available from the City of Perry's Main Street Coordinator at Perry City Hall or online at www.downtownperry.com.

The Design Committee shall classify each proposed project as either a minor improvement or major improvement based on the project type, scale and scope. The applicant, if awarded, will be notified of the award in writing or by email within 30 days of the Design Committee's review of the grant application. **Minor improvements** must be started within **30 days** of receipt of the confirmation letter and completed within **90 days** of receipt of the confirmation letter, or reapplication is required. **Major improvements** must be started within **90 days** of receipt of the confirmation letter and must be completed within **12 months** of receipt of the confirmation letter, or reapplication is required. To qualify for payment, all work must be in conformance with the prior-approved plans, and grant payment form must be submitted within 60 days of project completion.

The Downtown Development District Façade Grant program is a reimbursement grant program, meaning, the business or property owner must be able to finance the project up-front and submit a payment request to the Design Committee based on the agreed-upon award amount.

Payment is based upon the following requirements:

- Satisfactory completion of the project, as described within the grant application. **Any deviation from work or materials described in the approved application must be approved by the committee before proceeding; otherwise, the grant may be reduced or grant award cancelled.**
- Receipt of completed project documentation, including completed payment request form and photos of completed project
- Compliance with all City of Perry codes, ordinances and regulations, etc.
- Applicant's commitment to maintain project improvements and the Perry Main Street Advisory Board's investment.

Payment requests may be submitted to the City of Perry, Attn: Main Street Coordinator, at P.O. Box 2030, 1211 Washington Street, Perry, GA, 30169.

Project Criteria and Eligible Uses

Grant funds must be used for projects meeting the following criteria:

1. Projects must be appropriate for the particular building and contribute to the success of its current business use.
2. Projects must enhance a building's façade, creating an aesthetically pleasing and appropriate design for Perry's Downtown District.
3. Proposed projects must, where possible, preserve the architectural integrity of the structure and restore, when feasible, the original building façade.
4. Projects must have received approval of the Certificate of Appropriateness (COA).
5. Be in accordance with all City of Perry codes, ordinances and guidelines applicable to the Downtown Development District.

Eligible uses of grant funding only pertain to exterior improvements to buildings within the Downtown Development District and will be limited to the façade ONLY. Facades are defined as the front, street-facing, elevation of a building and the rear, alley-facing elevation. Grant monies will be given to the following improvement projects: canopies and awnings, lighting, exterior walls and materials, structural stabilization, restoration of original and/or historic façade, masonry cleaning (excluding sandblasting and damaging products or processes), replacement and/or uncovering of significant architectural features, replacement of non-historic storefronts/building, and eligible landscaping with perennials in compliance with Perry Land Development Ordinance Article VII Section 71.6; other projects may be considered and reviewed by the Design Committee, but will not necessarily be considered eligible.

Ineligible use of grant funding or ineligible projects include: security systems, personal property/equipment, interior lighting, gutters and downspouts, interior window/door treatments, interior improvements of ANY type, general or deferred maintenance, and yard improvement, etc.

The intent of these standards is to provide necessary information to facilitate development design, plan review, ensure the preservation of the Downtown Development District and enforcement process so that provisions of Perry Land Development Ordinance are administered in the most effective, efficient and economical manner.

Facade grants are awarded on a **first come, first serve basis**, as funds are available throughout the fiscal year. Please, note Perry Main Street operates on a fiscal year calendar running July 1 to June 30. Once funds for the fiscal year have been allocated, applications for that year will no longer be accepted.

Payment may not exceed the maximum fifty percent (50%) of total project cost.

Program Summary of Steps:

1. Application for grant
2. Approval or denial of application
3. Complete work within required time frame
4. Submit payment request

Program Eligibility Requirements

1. Applicants must be a property owner or business owner located within the Perry Downtown Development District/Perry Main Street District. A copy of the Perry Downtown Development District/Perry Main Street District map is included as Attachment A.
2. Applicants must have received prior approval of a Certificate of Appropriateness (COA) for the proposed improvement project from the Perry Economic Development Department. Such approval must be submitted along with the Façade Grant Application.
3. Application materials must include illustrations and estimates. Applicants are required to submit photographs of the completed work for final payment processing.
4. The Design Committee has final approval on grant applications.
5. Applicant's project funds must be available to complete the proposed façade improvement project.
6. The proposed improvement project must be started and completed within the stated timeframe following approval of the grant, based on the significance of the project—either Major or Minor. Project timelines are detailed within the Program Overview.
7. Completed grant applications may or may not receive funding.
8. Applicants will be awarded only one grant for a major improvement per fiscal year. However, multiple minor projects may receive grant funding but not to exceed a total of \$500 per fiscal year or 50 percent of the cost.

For further information, please, contact:

Catherine Edgemon

Main Street Coordinator

City of Perry

P.O. Box 2030

Perry, GA 31069

478.988.2758

catherine.edgemon@perry-ga.gov



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**Perry Main Street Advisory Board
Downtown Development District Façade Grant Program Application**

Date: _____ (Please, print your information and use blue or black ink.)

Name of Applicant: _____

Property Owner: _____

Name of Business: _____

Business Physical Address: _____

Applicant's Mailing Address: _____

Phone Number(s): _____

Email Address: _____ Web Address: _____

Description of Façade Improvement Project: _____

Why/How will the proposed improvement project enhance your business and contribute to the architectural significance, character and sense of place in Downtown Perry? _____

Project Start Date: _____

Project Completion Date: _____

Estimated Total Project Cost - Attach estimate(s): \$ _____

Amount Requested: \$ _____

Do you have the funds available to complete the project? Yes _____ No _____

Have you applied for a Facade Grant before? Yes _____ No _____

If yes, was the grant awarded? Yes _____ No _____

If yes, what amount were you awarded? \$ _____

- If applicant does not own the property, a **letter from the property owner** authorizing the applicant to make the proposed improvements **or joint application with the property owner** is required.
- Upon completion of all work, photographs of the final project must be submitted in order to receive final payment from the Facade Grant Program.
- Completion and approval of the grant application does not guarantee that the proposed project will receive grant funding.
- The Perry Main Street Design Committee must review and approve all plans prior to project start date or before any work begins on the structure.
- Applicants must have received a Certificate of Appropriateness (COA) for the project for which grant funds are sought.
- Please see attached information regarding the Facade Grant Program and Eligibility Requirements.
- As a condition of receipt of the grant funds, applicant commits to maintain the grant-funded project improvements and the Perry Main Street Advisory Board's investment.
- Grant payment form must be submitted within 60 days of project completion.

Applicant Signature

Date

All Facade Grant Program applications must be completed and submitted to the City of Perry, Main Street Coordinator at:

*Catherine Edgemon
Main Street Coordinator
City of Perry
P.O. Box 2030
1211 Washington Street
Perry, GA 31069
478.988.2758
catherine.edgemon@perry-ga.gov*



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**Perry Main Street Advisory Board
Downtown Development District Façade Grant Program Payment Request**

Date: _____ (Please, print your information and use blue or black ink.)

Name of Applicant: _____

Name of Business: _____

Business Physical Address: _____

Applicant's Mailing Address: _____

Phone Number(s): _____

Email Address: _____

Web Address: _____

Project Start Date: _____

Project Completion Date: _____

Completed Project Total Cost: \$ _____

Grant Amount Payment Requested: \$ _____

Attach photos of completed work (required).

A completed W-9 for you/your business is required with the application; payment cannot be issued without the W-9.

As a condition of receipt of the grant funds, I agree to maintain the grant-funded project improvements and the Perry Main Street Advisory Board's investment.

Name of Applicant: _____

Signature of Applicant: _____

For Office Use Only:

Certificate of Appropriateness (COA) Received: _____

Letter from Property Owner Authorizing Improvements, If Required, Received _____

W-9 Received _____

Design Committee Review Date: _____

Board Notification Date: _____

Facade Grant Application Action:

Approved _____ Declined _____ Grant Award Amount: \$_____

Additional Comments:

Date Applicant Notified: _____

