



Façade Improvement Grant Program

**Florence Main Street Program
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Façade Improvement Grant Program

Introduction

The Florence Main Street Façade Improvement Grant Program is designed to provide financial assistance for building façade projects within the Main Street Program Area. The program's objectives are to improve the appearance of individual buildings as well as the overall look of Main Street.

Grants are available for up to **\$1,000.00** of the total cost of an improvement project and must be matched by the applicant. Grants are for exterior improvements only and may be applied to a front, side, or rear façade provided said facade faces a public street or parking area. Grants are awarded based on the availability of funds, scope and impact of the project. Façade improvements made prior to approval of an application by the Florence Main Street Program Board of Directors will not be funded by the program.

Matching Requirement

The grant program requires the applicant to match at least 50% of the total project cost. Matching funds may be cash or in-kind contributions. In-kind matches may include services, materials and/or equipment documented in a letter from the donor and submitted with the grant application. The letter must include the material item(s) that will be donated, the number of volunteer labor hours that will be applied to a scope item and the total donation value of materials and/or labor. Donated labor is valued at the current state minimum wage unless the labor is donated by a licensed trade person whose labor is valued at the current market rate. The Florence Main Street Program uses the Arizona State Parks Heritage Fund values for donated labor.

Eligible Applicants

All applicants must be a member of the Florence Main Street Program. Membership dues must be paid prior to submitting the grant application.

Commercial and non-profit property owners or tenants within the Main Street Program area may apply for the grant program. Tenants are required to have written approval from property owners to participate in the program. Non-profit organizations must provide proof of 501(c) status.

The Main Street Program area is defined as the geographical area located on Main Street from the Florence Town Hall to the intersection of Main Street and Highway 287 and two blocks to the West of Main Street and two blocks to the East of Main Street.

Application Process

Florence Main Street Façade Improvement Program applications will be submitted to the Manager, Florence Main Street Program, 291 North Main Street, P.O. Box 2471, Florence, AZ 85232. Applicants must provide a project estimate that includes detailed scope items, material and labor costs from a licensed contractor or other approved source at the discretion of the Board of Directors. In addition, applicants must include a photograph of existing building conditions

and visual materials to indicate the nature of the work to be performed. Visual materials will include a rendering or photograph and color scheme of the proposed project.

When an application is submitted and includes all of the required information as determined by the Program Manager, the process for review and approval will be approximately one (1) to two (2) months. The application will be presented by the applicant to the Florence Main Street Design Committee and if found acceptable, forwarded to the Florence Main Street Program Board of Directors for approval. The applicant will receive notice of the grant award upon approval of the Board of Directors.

Eligible Activities

1. Painting, stucco or other exterior enhancement
2. Awning, window, door replacement
3. Removal of old signage and installation of new conforming signage
4. Tile, pavement replacement between entry and public sidewalk
5. Exterior and/or display lighting
6. Accessibility improvements for ADA compliance
7. Other improvements subject to Florence Main Street Program approval

Additional Requirements

1. The following projects in the Florence Historic District are subject to the Town of Florence Review Process:
 - a. New construction within the Florence Historic District that require a building permit.
 - b. Rehabilitation or renovation of existing structures within the Florence Historic District that require a building permit.
 - c. Additions to existing structures within the Florence Historic District that require a building permit.
 - d. Demolition of a structure or part of a structure within the Florence Historic District.
2. Projects located within the Florence Historic District that requires a permit will be reviewed by the Florence Historic District Advisory Commission following their established design guidelines and receive a Certificate of Appropriateness. Projects in the designated Florence Historic District shall meet the Secretary of Interior's Standards for Rehabilitation.
3. For façade improvement projects outside of the Florence Historic District, the Florence Main Street Program will apply the following design standards:
 - a. The street level of facades should be "pedestrian friendly", with abundant windows, inviting entrances and canopies or awnings sheltering the sidewalk as applicable.
 - b. Rehabilitation or remodeling projects should not ignore upper stories of buildings, taking them into account both in maintenance and design. Screening whole facades will not be a cost eligible item.
 - c. Design for individual buildings should take into account the surrounding structures, seeking to preserve elements that link buildings within a block, such as height, cornices, window patterns or materials.
4. **Permit Requirement**: The applicant will be responsible for adhering to design review standards and securing permits as required by the Town of Florence.

Project Time Period

Applicant must submit a detailed project schedule with the grant application.

Disbursement of Grant Funds

Disbursement of grant funds will be made upon completion of the project and submission of all labor and material receipts to the Florence Main Street Program Manager.

Façade Improvement Grant Program Application

Date Submitted: _____

Name of Applicant: _____ Phone: _____

Name of Business: _____

Property Address: _____

Mailing Address: _____

Applicant is the Property Owner Tenant

Property Owner's Name (if different from applicant): _____

Property Owner's Address: _____

Property Owner's Phone: _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Project Description: *Please provide a brief project description. Please include a photograph showing existing conditions, a rendering or photograph of proposed design and color scheme of the project.*

Total estimated cost of project: _____ Amount of grant request: _____
Up to \$1,000.00

Start date of project: _____ Estimated completion date: _____

Signature of Applicant

Date

- Photograph of existing conditions attached
- Rendering/photograph and color scheme of proposed design attached
- Project schedule attached

Façade Improvement Grant Program Application

General Conditions

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Florence Main Street Program and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Grant Program.

The applicant agrees to maintain the property and improvements.

The applicant authorizes Florence Main Street Program to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Florence Main Street Program materials and press releases.

The applicant understands the Florence Main Street Program reserves the right to make changes in conditions of the Façade Improvement Grant Program as warranted.

Signature of Applicant: _____ Date: _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign the application below.

As owner of the property at _____ I have reviewed the above application and authorize the tenant, _____ at said address to perform the façade improvements described above as part of the Florence Main Street Program Façade Improvement Grant Program.

Signature of Property Owner
or Authorized Representative: _____ Date: _____