

Façade Improvement Mini Grant Program



About the Program

The Façade Improvement Program of the Windsor Downtown Development Authority (DDA) is designed to assist property and business owners within the DDA boundary in the renovation of building facades to increase visitor counts, increase sales tax revenues, increase property values, and improve the aesthetics of individual storefronts and the downtown.

Mini Grant

The mini grant program is for small, readily achievable projects, and is intended to encourage immediate improvements to the appearance of downtown buildings. Grants will pay up to \$500 for minor improvement projects such as painting windows, doors or other elements; minor storefront repairs and improvements; and decorative lighting. Most projects that fall into the mini grant category should not require stamped construction documents by an independent architect or engineer. The applicant is expected to provide a 25% match of the grant amount.

Eligibility

- Owners of commercial property located in the DDA District may apply for funds.
- Project work must be launched within 6 months of approval and completed within 12 months to ensure timely utilization of funds.
- All work must comply with applicable laws, ordinances, building codes and zoning ordinances.
- ***All expenses must be approved prior to construction for DDA to fund.***

Eligible and Ineligible Costs

Façade improvements and expenditures that are eligible for DDA investments through the mini grant program include the following:

- Removal of fake facades, old signs or dilapidated awnings;
- Masonry cleaning and/or repair;
- Historic element restoration;
- Repairs to siding, windows, doors, awnings, light fixtures;
- Painting;
- Shutters or other design elements;
- Structural and lighting components of signage; and
- Creative approaches to signage that leverage the character and charm of the downtown. (Examples include the Spokes sign.)

Façade improvements and expenditures that are not eligible for DDA investment through the mini grant program include the following:

- Interior rehabilitation unless deemed essential to the building's façade improvements;
- Interior decorations;
- Non-permanent fixtures (tables, flower planters, etc.);
- Refinancing of debt;
- Inventory and equipment;
- General or routine maintenance and cleaning;
- Business operation expenses;
- Improvements made prior to the grant approval; and
- Horizontal materials or roofing materials (i.e. materials not visible from the public right of way).

Application Process

1. Complete the attached application and return it to the DDA along with any required documentation/ detailed information. Consult with DDA staff in preparation of the application.
2. Once approved, begin work on the project within three months. Keep detailed and accurate accounting of actual costs.
3. Within 12 months of approval, complete the project and submit a final report with invoices and receipts.
4. If all requirements of the grant have been met, reimbursement will be made.

APPLICATION

The following information must be submitted with your application: plans or drawings; samples or depictions of finishes to be used; photos of existing condition of property; historic photos of property, if available; and detailed budget of project including cost estimate.

Applicant/ Property Owner: _____

Mailing Address: _____

Business Owner (if different): _____

Business Name: _____

Project Address: _____

Parcel Number (available on County Assessor's website): _____

Phone Number(s): _____ **Email:** _____

Work to be performed on façade renovation (check all that apply):

- ☐ Addition of awnings, lights, or other exterior amenities
- ☐ Elimination of conditions such as dark alley or broken fixtures
- ☐ Removal of non-historic features
- ☐ Restoration of brickwork, wood, masonry, stucco, or siding
- ☐ Replacement, repair, or addition of architectural details
- ☐ Repair or replacement of windows and/ or doors
- ☐ Renovation of entryway to make more accessible
- ☐ Other please describe) _____

Facades to be renovated (check all that apply): ☐ Front ☐ Back ☐ Alley ☐ Side(s)

Please note that funding is given to facades that face public areas.

Projected Start/Finish Dates for Project: _____

Total Estimated Cost of Improvements: \$ _____

Grant Program Amount Requested: \$ _____

For Office Use Only:

Date Application Received: _____

Award Letter Sent: _____

Reimbursement (Date/ Amount): _____