

Façade Grant Rules

1. Applicant Eligibility

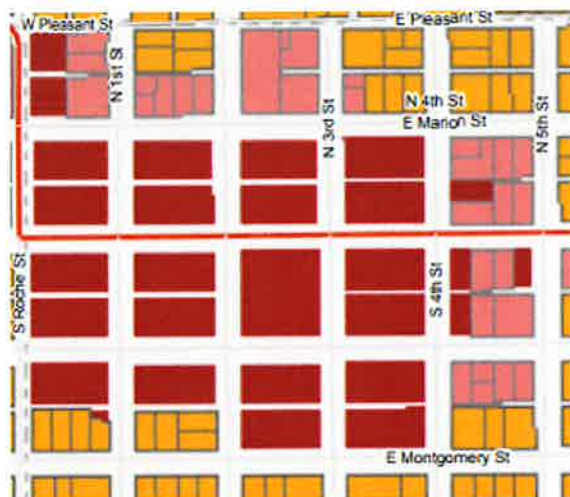
Any owner of an eligible building can submit an application for Downtown Façade Grants.

Building tenants will be allowed to make an application on the Building Owner's behalf if the Owner has agreed in writing for the work to be undertaken at the cost of the Building Tenant.

2. Building Eligibility

Commercial buildings are eligible for Downtown Façade Grants if:

- a) They are located on a property that is zoned C-4 (shown in red);



- b) Were built prior to 1960; and
- c) Have the original brick facades, whether covered or not.

3. Available Municipal Funding

The Downtown Façade Grant program will provide matching funds to a maximum of:

- a) \$7,500 per building, having a front façade 30 feet or less in length, involving the removal of metal covering from an original brick façade;

- b) \$10,000 per building, having a front façade in excess of 30 feet in length, involving the removal of metal covering from an original brick façade;
- c) \$12,500 per corner building, involving the removal of metal covering from an original brick façade, provided that the façade on the side street is part of the rehabilitation work to be undertaken; or
- d) \$5,000 per building for storefront repairs (e.g. replacement of doors and windows, replacement of the sign bar, installation of awnings), where no removal of façade coverings are involved.

An applicant may apply for only one of the grant categories listed above.

Applicants may choose to provide additional funding beyond the minimum 50% matching requirement.

4. Eligible Costs

Downtown Façade Grants will pay for the following awarded costs:

- i) Removal of metal siding and any added structural elements to support such siding;
- ii) Repairs to the original brick façade;
- iii) Replacement of upper storey windows,
- iv) Repairs to the existing storefront which have occurred as a result of the removal of metal façade coverings;
- v) Repairs to the existing cornice, or when such cornice no longer exists, a new cornice in the location of the former cornice; and
- vi) Improvements to the storefronts, where the removal of metal coverings is not involved in the proposed renovations.

5. Application Period and Forms

In 2022, the application period will begin on March 1 and end on May 31 at 4:30 pm. No applications submitted after the deadline will be accepted for this application round.

6. Application Submissions

Applications may be submitted in person at City Hall or by mailing Glenn Lyons, Economic Development Director, at glenn@571polson.com.

7. Application Fee

A \$25 application fee is required. The fee can be paid at City Hall at the time of application, within 3 business days of the deadline.

8. Review Committee and Grants Administrator

A Committee will review the applications and grant awards. The Review Committee will consist of three members including:

- a) The Planning & Zoning Administrator,
- b) The Community Development Director, and
- c) One resident, who does not own property or a business located in Downtown Knoxville, and who is appointed by Council.

The Downtown Façade Grant program will be administered by the Economic Development Director.

9. Evaluation of Applications

The Review Committee, with the assistance of the Grants Administrator, will evaluate applications considering the following criteria:

- a) The extent of the building improvements proposed;
- b) The quality of the work proposed;

- c) The strategic location of the building;
- d) The completeness of the application;
- e) The proportion of municipal funding requested;
- f) The demonstrated ability of the applicant to finance the proposed improvements; and
- g) Any other criteria relevant to a particular application.

10. Award and Contract

The Review Committee will recommend the applications to receive awards to City Council for their approval.

The Grants Administrator will prepare contracts to be signed by the applicants receiving the award and the City Manager.

11. Time to Complete the Work

The building owner will have one year to complete the work from the date that the Grant Contract is signed.

Failure to complete the work on time may result in a loss of all or part of the award.

The Review Committee may consider a request in writing to extend the completion deadline in the event of unforeseeable circumstances.

12. Method of Reimbursement

The Downtown Façade Grants are reimbursement grants. The building owner is expected to complete and pay for the proposed rehabilitation work and submit a cost submission.

Following review of the cost submission and an inspection of the completed work, the City will reimburse the building owner for 50% of the costs up to the maximum amount specified in the award.

The cost summary will include any receipts, invoices or pay applications for costs of materials, labor, fees and permits associated with the work. A cost summary form will be provided for the building owner's use, which will be signed by the owner verifying its accuracy.

13. Direct Provision of Materials & Labor by the Building Owner

The value of any used materials, previously owned by the Building Owner, or direct labor performed by the owner or members of their immediate family will not be eligible for reimbursement.