

# CLARENDON EDC TRADITIONAL FACADE GRANT APPLICATION

(Reauthorized January 11, 2022)

Thank you for your interest in the Clarendon Economic Development Corporation's Facade Grant Program. Your commitment and investment in downtown Clarendon is a vital part of CEDC's goal of helping reestablish a thriving central business district.

**IMPORTANT: THE CEDC MUST RECEIVE AN APPLICATION AND REVIEW PLANS BEFORE A PROJECT BEGINS.** Please answer ALL questions. Incomplete application may be delayed.

## PART ONE

1. Name of Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Day Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_
4. Project Address: \_\_\_\_\_

If you desire input from the CEDC Board before finalizing your plans, complete Part Two. If you are ready to submit FINAL plans, skip Part Two and complete Part Three.

## PART TWO

1. What are your plans and ideas and how can we specifically assist you?
2. What is your estimated budget?

## PART THREE

1. Attach a sheet showing total project costs, documented by written estimates, broken down into major categories such as: exterior, paint, signage, concrete, and landscaping, etc.
2. Attach a scale drawing of all proposed work. These can be plans or elevation or both, as long as all work is shown and pictures of the property. Detail type of materials to be used, colors, size proportion, etc.
3. Proposed start date: \_\_\_\_\_ Proposed completion date: \_\_\_\_\_

### PLEASE NOTE:

1. All applicants must complete work within 6 months of the date of grant. After work is completed and proper documents have been filed, the grant funds will be released.
2. Upon completion of project, grantee will provide vendors' invoices.

The undersigned applicant affirms that: The information I (we) have submitted herein is true and accurate. I (we) have read and understand the conditions of the CEDC Facade Grant Program and agree to abide by all said conditions and guidelines. I (we) agree to have a sign placed on the building during the project to acknowledge the CEDC Project (signs will be provided by CEDC).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this completed grant application to Clarendon EDC, PO Box 826, Clarendon, Texas 79226 or deliver it to the Clarendon Visitor Center, 110 S. Kearney St. After your application is received and reviewed, you will be notified of the date of the next CEDC Board meeting.

## CEDC Traditional Façade Grant Program Guidelines

1. **All Façade Grant Applications MUST RECEIVE PRIOR APPROVAL from CEDC prior to the beginning of the project. Applications received for work already completed WILL NOT be considered.**
2. The Clarendon Economic Development Corporation will grant only one façade grant per fiscal year for each address up to a maximum of \$2,000. Properties that have received a Façade Grant may apply for an additional grant after the beginning of the third quarter of the next fiscal year, but preference will be given to new applicants.
3. The fiscal year is Oct. 1 to Sept. 30.
4. CEDC may reimburse the business for up to 50 percent of the completed cost, not to exceed \$2,000.
5. **The applicant must submit written plans for the project including samples or photos of paints and/or materials to be used.**
6. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
7. The applicant must show itemized invoices and proof of the completed project as documentation before the grant is submitted for payment. The CEDC will write only one check for the completed project to the applicant and will not be responsible for writing checks to contractors.
8. The work must be started during the fiscal year in which the application was made or the applicant will forfeit the grant.
9. Grants are paid when work is complete.
10. The applicant must not be involved in any litigation that would affect the property for which the grant is intended.
11. The applicant must agree to allow the project to be used to promote the CEDC Façade Grant Project.
12. The project must conform to city of Clarendon codes, ordinances and comprehensive plans.
13. The applicant should be prepared to submit written plans for the project including samples or photos of paints and/or materials to be used.
14. The applicant must notify the CEDC in writing if the applicant makes any changes in the plans submitted to the CEDC with the original application. The board reserves the right to reconsider the application based on the changes to the original plan.
15. The committee reserves the right to review and accept or reject all applications.
16. These guidelines may be revised and amended annually by the CEDC Board of Directors.
17. All business and personal property taxes of the owner and tenant must be current with the Donley Appraisal District.

The committee will review the grant applications based on criteria including – but not limited to – the following:

- a. Does the project rehabilitate a historic building?
- b. What will be the overall improvement of the building?
- c. What is the general condition of the building? That is, how much of an improvement will the façade grant make to the building?
- d. Is the location in the city's Central Business District or along the US 287 corridor?
- e. What contribution will the project make to the historic character or aesthetics of the downtown area?
- f. Are the lighting, placement and design of the proposed signs appropriate to the location?
- g. Does the plan exhibit professionalism of design?
- h. If the applicant does not own the building, can the tenant show documentation of at least a five-year lease?
- i. What is the overall impact on the public, such as public access or visibility of the property?
- j. What is the visual impact to the downtown area?

***Note: Is your building a historic property? You could be eligible for more money if you restore or rehabilitate a historic property. The CEDC Historic Façade Grant Program provides matching funds for up to 80 percent of the actual, eligible costs up to a maximum grant amount of \$400 per linear foot of the storefront (i.e. \$10,000 for a 25-foot storefront or \$20,000 for a 50-foot storefront).***