

Hartwell Main Street Façade Grant Program Guidelines

Overview:

A Façade Grant Committee, organized under and funded by the Main Street Design Committee, determines the amount of matching funds based on the proposed façade change, grant funds available and the number of requests under consideration. The Façade Grant Committee will work with a façade grant applicant to gain approval for a façade grant application and to guide the applicant through the necessary steps for approval by the City and the Historic Preservation Commission (HPC).

Façade Grant Eligibility Criteria:

1. Eligible projects must be located in the Hartwell Downtown Development Authority (DDA) boundary. For information regarding district boundaries, contact the DDA office at 706-376-4756.
2. Eligible participants include commercial and mixed-use property owners and business owners who are current Partners of Hartwell Main Street. If the property is leased, the business owner to whom the property is leased applies for the grant but the property owner must consent to the proposed project. This consent is provided in the application form. All improvements must:
 - a. be in accordance with City of Hartwell ordinances and building codes and must meet the Historic Preservation Commission's (HPC) design guidelines if located within the Historic District,
 - b. have an approved Certificate of Appropriateness (COA) application and building permit,
 - c. be in harmony with preservation design guidelines outlined in the U.S. Secretary of the Interior's Standards for Rehabilitation – found in its entirety at <http://www.nps.gov/typ/standards/rehabilitation/rehab/stand.htm>, and
3. project(s) must result in improvements that:
 - a. are appropriate for the building and consistent with business use,
 - b. preserve the architectural integrity and restore, if possible, the original building façade, and
 - c. positively contribute to the appearance and vitality of downtown Hartwell.

Grant Limitations:

1. Grant payment is made on paid receipts at a rate of 50 cents on the dollar up to a maximum of \$2000 per grant.
2. No funds will be awarded for work that is covered by insurance.
3. Only one renovation project will be eligible per property in a one year time period.
4. No grants are available for past projects or for work stated on the application that was completed before application approval.
5. Work must begin within 6 months of grant request acceptance and be completed within one year of the start date.

Grant Guidelines:

1. It is encouraged that applicants seek design services in conjunction with this application. Hartwell Main Street can help coordinate services available at Georgia Mountain Region Commission at applicant's expense.
2. Participants assume full responsibility for all aspects of the project, relationship with contractors and suppliers, and securing all necessary municipal approvals.
3. Funds are only available for exterior improvements, and may be applied to a front, side or rear façade facing a public street, public walkway or public parking.
4. From minor improvements, to full-scale restoration, a wide scope of work range will be considered, including:
 - a. Exterior walls/materials
 - b. Exterior building painting, re-siding (color and material must be approved by the Façade Grant Subcommittee using the historic color palette as a guideline)
 - c. Façade grant committee approved signage
 - d. Exterior door, window and storefront feature repair/replacement/renovation
 - e. Gutters and downspouts, flashing installation/replacement and repair
 - f. Awnings and canopies installation/replacement or repair
 - g. Replacement/uncovering of architectural features
 - h. Replacement of non-historical storefronts/buildings
 - i. Restoration of original/or historic façade
 - j. Structural stabilization
 - k. Masonry repairs and pointing
 - l. Exterior building lighting (not parking lots/pavement lighting)
 - m. Masonry cleaning (by gentlest means possible), if required for façade painting/stucco, etc. (*Inappropriate chemical cleaners and sandblasting are strictly forbidden for surface cleaning of structures, due to possible damage of aged building components.*)
 - n. Other agreed upon façade-oriented repairs and improvements
5. **Ineligible Work** includes but not limited to:
 - a. Roofs
 - b. Interior improvements of any kind
 - c. Personal property/equipment/tools
 - d. General Maintenance (e.g. pressure washing, other than paint preparation)
 - e. Security system, window bars, cameras
 - f. Sidewalk improvements
 - g. Landscape improvements
 - h. Paving
 - i. New construction
 - j. Murals

Application Guidelines:

Applications are available at the Building Inspector's office at the city fire department, by emailing or calling Nancy Hardigree (see below) or by going online to hartwellmainstreet.com under DDA & Partners and then under Available Funding Opportunities. Download the Façade Grant form.

Applicants interested in the program should consult with Alan Daniel, Building Inspector, at 706-371-3233 to obtain appropriate city permits and, if necessary, a Certificate of Appropriateness (COA) from the Historic Preservation Commission.

Once completed the application form is to be submitted to: Hartwell Main Street, c/o Nancy Hardigree, 306 Athens St., Hartwell, GA. 30643 or by email to nancyhardigree@gmail.com. Requested attachments to application:

- A picture of the project property
- Samples of paint colors, siding, awning materials to be used on project
- Pictures of doors, windows, other replacements or restorations
- Description of project or contractor/architect renderings
- Applicants are encouraged to solicit local bids

Please note: Any work performed on the applicant's project before the decision to make a grant award is ineligible for grant funding. All work should be pre-approved by the Hartwell Main Street Program.

Approved applicants who change the scope of work or elect to use a new contractor must submit new estimates and a revised proposal which must be reviewed and approved for the work to be eligible for reimbursement.

Application Review:

Applications will be reviewed by the Hartwell Main Street Façade Grant Committee within thirty (30) days of receipt and in the order received. **ONLY COMPLETE APPLICATIONS WILL BE REVIEWED.** A complete application includes the attached application form and all supporting materials as specified in the instructions. Incomplete application packets will be returned to the sender within two weeks of submission.

The Hartwell Main Street Façade Grant Subcommittee shall:

1. Review each application packet for completeness
2. Make a determination regarding eligibility
3. Grant approval, denial or request additional information on the project.

Each application packet will be reviewed on the following standards:

1. Historic and architectural significance and/or visual prominence of building.
2. Compatibility with the Historic Preservation Commission's design guidelines and/or the characteristics of the downtown area.
3. Impact upon downtown streetscape and pedestrian atmosphere.
4. Quality of the work proposed.
5. Any other relevant factors deemed by the Hartwell Main Street Program to be applicable.

The Hartwell Main Street Program reserves the right to table, deny or request modifications to any application packets. A letter will indicate the reasons for doing so. The applicant may choose to address any issues identified by the program and re-apply for a grant.

Reimbursement:

After project completion, the applicant is reimbursed with awarded grant funds upon:

1. Satisfactory completion of the project with conformance to approved plans
2. Grant payment is made on materials and labor based on receipts and proof of payment, including canceled checks or credit card statements. Submitted paid invoices for work completed on approved projects will be reimbursed at up to \$.50 per \$1.00 of the project's approved façade renovation costs. The award will not exceed the Façade Grant Program Maximum grant of \$2000.
3. Before and after photos required.
4. Compliance with all applicable municipal rules, laws, ordinances, and regulations.

All reimbursement requests are to be submitted to: Hartwell Main Street Program c/o Nancy Hardigree, 306 Athens St., Hartwell, GA. 30643 If there are questions please contact Nancy Hardigree at nancyhardigree@gmail.com or 706-436-3031. The Hartwell Main Street Program reserves the right to increase or decrease the grant award upon receipt of actual expenditures.

Hartwell Main Street Façade Grant Application

Applicant: _____ Date: _____
Mailing Address: _____ Check One: Owner Tenant
Email Address: _____ Phone: _____

Building address for which this application applies:

Name and Contact Information of Owner of Building (if other than applicant):
Mailing Address: _____
Email Address: _____ Phone: _____

Space below is provided for a general description of your project; add attachments and before photos:

If building is not occupied, what is its proposed use:

Estimated Cost of Improvements: \$ _____
Grant Amount Requested: \$ _____

Note: Payment contingent on submission of paid receipts and proof of payment and approval of work performed and payment of Main Street Partnership

Owner, if other than applicant:

I, _____ hereby certify that I am the owner of the property for which this application is submitted. The applicant, in filing an application for the Hartwell Main Street Façade Grant Program, is acting with my knowledge and consent. I, the undersigned, understand that the façade grant must be used for the project described in this application. I have read the requirements guidelines, agree to follow them and will adhere to the decision of the Hartwell Main Street Program.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

For office use only: Approved Amount: \$ _____
Date approved: _____ Required Job Completion date: _____
Photos submitted: _____