

**Town of Wendell**  
**DOWNTOWN FAÇADE GRANT PROGRAM**  
*Guidelines*

**Grant Objective:**

To provide financial incentives to business and property owners to assist them in façade preservation and restoration that demonstrates enhanced and superior appearance and aesthetic improvements to a business, neighborhood and/or frontage on the public right-of-way.

**Eligible Exterior Improvements:**

Exterior lighting; repair or purchase of new awnings; exterior painting; storefronts or facades repair; window repair or replacement; masonry repair; transom glass repair/replacement of architectural details or materials, and relocation of electrical wiring.

For the downtown façade grant program, facades are defined as an individual storefront or building side which faces the public right-of-way or is otherwise visible to the general public. For the purpose of this grant program, separate addresses within a single building may qualify as separate facades of one or more of the spaces tenants are applying for a grant(s) subject to the guidelines of the program.

**NOTE:** Project cannot be completed prior to application approval; however, it can be started prior to application approval for larger projects.

**Who Can Apply:**

1. Property Owners; and/or
2. Commercial Tenants with the Property Owner's written permission

**Grant Deadline:**

The grant deadline will be on a quarterly basis. Applications may be submitted on the first calendar day of January, April, July, and October. Applications are accepted on a first come, first served basis per quarterly cycle. When an application or multiple applications are submitted at the beginning of a new cycle, all submitted applications will be reviewed during the next Appearance Commission meeting (applications must be received at least 7 days before scheduled meeting date to make it on meeting agenda).

An applicant/business may submit an application for a property up to twice a year. If awarded, the applicant/business cannot reapply for three years for the same property for which they were previously awarded a façade grant. This provision shall not prohibit a new business owner from applying for a façade grant for the same property within the three year period.

**Grant Amount:**

The grant amount is up to \$10,000 per downtown façade, based on 50-50 match. Once grant funds expire for the fiscal year, applications shall continue to be forwarded for consideration to the approval entity pending any additional funds allocated by the Board of Commissioners for the Downtown Façade Grant Program. Grant amounts will be based on allocated funds available in the budget.

**Application:**

Application will be one page in length and made accessible to the public. Copies of the Design Façade Grant Program Guidelines will be made accessible to the public. Marketing of the downtown façade grant program is encouraged. Completed applications will consist of: 1) completed and signed application; 2) detailed and

itemized project budget with cost breakdowns (min. of 2 quotes from contractors) is required as part of the application. All aspects of the project shall be included; and 3) Photos of property/project area.

**Application Review Process:**

1. Planning Department Staff (completeness review)
2. Appearance Commission (recommendation to Board of Commissioners)
3. Board of Commissioners (final review and approval)

Upon completion of work, copies of applicants canceled checks and contractors paid statements must be sent to Planning Department. Inspectors ensure work is in conformance with all applicable plans and ordinances. Completed paperwork is forward to the Finance Department for grant disbursement to applicant and is mailed to the applicant within two weeks of receipt of completed paperwork.

General processing and approval timeframe for all qualified applications will be a maximum of 45 days from receipt of qualified applications.

**Decision Factors for Grant Approval:**

1. Project Review Checklist:
  - a. Completed application by application deadline
  - b. Project proposes eligible exterior improvement(s)
2. Extra consideration shall be provided to:
  - a. new commercial businesses;
  - b. facades located in the downtown area;
  - c. removal of metal awnings and/or replacement of fabric awnings
  - d. recently expanded businesses or seeking renovation; and/or
  - e. Projects that are creative or offer enhanced improvements or aesthetic appeal or translates to increase customer visitation or experiences in a neighborhood.
3. Site visit and view of existing conditions;
4. Strength of the application and support materials submitted with the application will be judged against applications during the grant deadline cycle;
5. Project costs;
6. Available program funds.
7. Grants previously awarded to property.

**Overall Guidelines:**

1. General maintenance expenses may not be included in the grant application.
2. All improvements not listed under eligible improvements shall be considered ineligible improvements.
3. Projects must begin no later than three months after approval of the grant and completed within the current town fiscal year, whichever comes first.
4. Work shall conform to all applicable ordinances and building codes and permits shall be applied for when required. Applicants are required to secure any required permits.
5. All work must be in keeping with the specifications approved as part of the grant application.
6. Approval or denial of all applications by the town should be submitted in writing to applicants.



# Downtown Facade Grant Program Application

Planning Department, 15 E. Fourth Street, Wendell, NC 27591  
(919) 365-4448 [www.townofwendell.com](http://www.townofwendell.com)

## APPLICANT INFORMATION

Name:
Phone:
Email:

## FOR OFFICE USE ONLY

Application Date:
Approval Date:                      Amount:
Tax ID number:
Zoning District:

## PROPERTY OWNER OR TENANT INFORMATION

Name:	Years Owned / Leased:	
Address:	Phone:	
City:	State:	Zip:
Type of Ownership:	Owner's / Tenant Signature-Improvements Approved:	

## PROPOSED IMPROVEMENTS

Façade Improvements:
Total Estimated Project Cost:
Grant Amount Applied For: <i>(Based on 50-50 match)</i>

### Check Appropriately:

I own the property in consideration

I lease the property in consideration and have written permission of the property owner.