



DEADLINE:
2nd Wednesday
of every month

SIGN REIMBURSEMENT GRANT PROGRAM

Application Instructions

Taylor Main Street seeks to improve the image of downtown Taylor through the restoration and rehabilitation of commercial building facades located in the Downtown Redevelopment Area. As an economic incentive, Taylor Main Street has developed the following sign reimbursement grant program:

- The Taylor Main Street Sign Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants.
- **Grants are available on a 50/50 matching basis with a cap of \$1500 per sign grant (\$3,000+ total project).**
- Eligible signs include signboards/fascia signs, projecting signs, pedestrian signage (window sign, hanging sign and awning sign), etc. for commercial buildings located in the Downtown Redevelopment Area.
- Removal of old signage without it being replaced with a new sign are not eligible for this grant and instead should be addressed in a Façade Improvement Grant application.
- Grants are available starting October 1 of each year, on a first come, first serve basis until total funds are depleted.
- No grants will be awarded for work that has already been done.
- All submitted work must be reviewed by the Taylor Main Street Manager and approved by the Taylor Main Street Advisory Board before any eligible work may begin.
- If awarded a sign reimbursement grant, any deviation from the approved grant project may result in the total or partial withdrawal of the grant.
- *If you have any questions, please contact Jan Harris, Taylor Main Street Manager at 512/352-3463.*

STEPS FOR A SUCCESSFUL SIGN GRANT APPLICATION:

1. **Determine eligibility:** All signage is required to be professionally produced and installed. Discuss project plans with the Taylor Main Street Manager and set up an appointment for free assistance in selecting layout and color schemes for your commercial sign/s through the Texas Main Street Center's Architectural Assistance Program.
2. **Fill out sign reimbursement grant application form and sign the agreement form.** All grant applications must include a scale drawing/s by the chosen sign company for the proposed work or the Texas Main Street Architect, as well as an explanation of the sign's method of installation. Color samples of all final paint colors and sign material(s) must be included with the application to be reviewed by the Taylor Main Street Manager and approved by the Taylor Main Street Advisory Board. The Applicant is required to obtain written proposals from three (3) qualified sign companies including installation of the proposed sign/s. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.
3. **Return the completed application form** with all original contract proposals, color samples and example sign material(s) for the proposed work to the Taylor Main Street Office in City Hall (400 Porter Street) no later than the second (2nd) Wednesday of the month.
4. **The approval process will include the following without limitations:**
 - (a) All Sign Reimbursement Grant projects must meet current building standards (Standard Building Codes) and the City of Taylor's sign ordinance.
 - (b) The applicant must meet with the Taylor Main Street Manager to discuss the project prior to the review of the application by the Main Street Advisory Board.

- (c) Final approval for any grant shall be vested in the Main Street Advisory Board but it shall be subject to review authority retained by the Taylor City Council.
 - (d) The Main Street Advisory Board may receive recommendations from committees, such as a Design Committee, which review all or a part of the application. Committee recommendations shall be advisory only and no recommendation shall be binding on the Main Street Advisory Board.
 - (e) The Main Street Advisory Board shall consider only applications which have been properly and fully completed and which contain all the information required in the application or requested by the Main Street Manager, any committees, or the Main Street Advisory Board.
 - (f) All bids submitted by an Applicant must be current and must be dated no earlier than thirty (30) days prior to the application request. Bids shall be submitted on the sign company's letterhead and shall contain the sign company contact's name, address, telephone number. The sign company must itemize the bid in a manner that allows the Main Street Advisory Board to determine the bid's components and authenticity.
 - (g) In the event an Applicant's request for a sign grant is denied, the Applicant shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was denied by the Main Street Advisory Board or, in a case reviewed by the Taylor City Council, from the date the Taylor City Council denied the application.
 - (h) Work must commence on the installation of approved signs within sixty (60) days from the date the grant is awarded by the Main Street Advisory Board. All signage must be installed within (1) year from the date the grant is approved by the Main Street Advisory Board. If the Applicant is unable to begin installation within sixty (60) days from the date the grant is approved or complete the construction within one (1) year from the date the grant is approved, the Applicant can submit a written request for an extension to the commencement date or completion date provided the extension request is made prior to the sixty (60) day or one (1) year time limit. The Main Street Advisory Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Main Street Advisory Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Main Street Advisory Board. An extension denial cannot be appealed and shall be final with the Main Street Advisory Board.
 - (i) The Applicant, by submission of this application, attests that the installation described within the application shall be used in a building which complies with all codes and ordinances of the City of Taylor.
 - (j) The Applicant, by submission of this application, further attests that s/he and the property in question is in good standing with the City of Taylor and that the Applicant owes no unpaid taxes, fees, or other debts to the City of Taylor.
 - (k) No Applicant has a proprietary right to receive grant funds. The Main Street Advisory Board shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the Grant program.
 - (l) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
 - (m) No Applicant nor an Applicant's agent shall be entitled to receive sign grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by the Main Street Advisory Board.
 - (n) An Applicant must attend the Main Street Advisory Board meeting when his/her application is considered. Failure to attend a Main Street Advisory Board meeting when required shall be cause for rejection of the application.
5. **Reimbursement: When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present the Taylor Main Street office with copies of all paid invoices for a single payment reimbursement of the approved funding.**

6. **Appeal Process:** Any application rejected by the Main Street Advisory Board shall be entitled to review by the Taylor City Council. The Applicant shall submit a written request for review to the City Manager no later than ten (10) days from the date the application is denied by the Main Street Advisory Board. The request for review by the Taylor City Council shall state reasons why the Applicant believes the application was improperly refused by the Main Street Advisory Board and the reasons why the Applicant believes the application should be approved. The written review request shall be furnished by the City Manager to the Chairperson of the Main Street Advisory Board. The Main Street Advisory Board's Chairperson shall, within ten (10) days of receipt of the Applicant's written request from the City Manager, furnish the Main Street Advisory Board's reasons for denying the application and shall state the reasons why the application should not be approved by the Taylor City Council. Review by the Taylor City Council will be scheduled within the time restraints and business issues of the Taylor City Council, but not later than ninety (90) days from the date the written request for review is received by the City Manager from the Applicant. The City Council shall review the application and consider the action taken by the Main Street Advisory Board regarding the application in question. The Taylor City Council shall not be required to reverse the Main Street Advisory Board's decision unless the Taylor City Council determines the Main Street Advisory Board did not act in substantial compliance with the application's request and the applicable policies relating to the Taylor Sign Grant Program. The determination by the Taylor City Council's determination shall be deemed final.



Advisory Board Review

Approved _____
Rejected _____
Date _____

SIGN REIMBURSEMENT GRANT PROGRAM APPLICATION

Please return completed with necessary attachments and signed to Taylor Main Street Office,
400 Porter Street no later than the 2nd Wednesday of the month.

◆ Applicant Name _____ Date _____

◆ Business Name _____

◆ Mailing Address _____

◆ Contact Phone _____ Email Address _____

◆ Building Owner (if different from applicant) _____

◆ Building Name _____

◆ Building Address _____

◆ Description of sign/s and installation: (includes signboards, projecting signs, and pedestrian signage)

◆ List sign company proposals and total amounts (please attach original proposals):

1. _____

2. _____

3. _____

◆ Total cost of proposed sign/s: _____

◆ Amount of Sign Grant requested: _____

(Maximum of \$1,500; 50/50 match)

The following information is required for a Grant Application to be considered:

- 1) scale drawing/s or photographs of proposed sign/s,
- 2) all final paint color samples and sign materials used and
- 3) original copies of all sign company proposals including installation.

Applicant's Signature

Date



SIGN REIMBURSEMENT GRANT AGREEMENT FORM

Please sign and return the completed grant packet with all the necessary attachments to the Taylor Main Street Office; City Hall; 400 Porter Street no later than the 2nd Wednesday of the month.

I have met with the Taylor Main Street Manager, and I fully understand the Sign Reimbursement Grant Program established by the Taylor Main Street Advisory Board.

I further understand that if I am awarded a Sign Reimbursement Grant by the Taylor Main Street Advisory Board, any deviation from the approved project may result in the partial or total withdrawal of the grant. If the sign is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Taylor immediately for the full amount of the Sign Reimbursement Grant.

Business Name

Applicant's Signature

Date

Building Owner's Signature

Date

Taylor Main Street Manager's Signature

Date

Taylor Main Street Advisory Board's Approval

Date