



## Taylor Main Street Façade Improvement Grant (FIG) Program

Taylor Main Street is excited to launch the **Façade Improvement Grant (FIG) Program**. This program is designed to assist property and business owners in rehabilitating the commercial facades of their buildings for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community development efforts.

Our goal is simple. We want to provide you with the resources needed to improve the exterior appearance of your building or business. Research has shown that exterior building improvements result in an increase in sales in the year after the improvements are made (and this increase is often sustained for several years). Additionally, improvements will motivate owners/tenants of other properties in surrounding areas to make similar investments.

### **APPLICATION PARAMETERS, PROCESS AND PROCEDURES:**

#### **A. ELIGIBILITY AREA:**

In order to be eligible for the FIG Program, you must be located within the Taylor Main Street Program boundaries. (See Attachment 1 – Map)

#### **B ELIGIBLE AND INELIGIBLE GRANT USES:**

##### ***Eligible Improvement include but are not limited to:***

- Complete façade rehabilitation
- Repair and/or replacement of broken windowpanes, aluminum or wooden windows, and broken storefront window glass
- Repair and/or replacement of original building materials and decorative details that are deteriorated or missing (cornices, eaves, parapets, and other architectural features)
- Cleaning and/or re-pointing of brick, and other masonry by the gentlest means possible.

**Sandblasting is not an option for brick surfaces.**

- Repair, restoration, or replacement of façade masonry, brickwork, or wood.
- Repair or replacement of entrances, doors, display windows, transoms or upper story windows
- Removal of metal slipcovers to expose original materials
- Painting of brick facades where the brick has been previously painted
- Roof repair
- Removal and/or installation of awnings, canopies or shutters
- Outdoor lighting (installation of new exterior lighting fixtures, repair or replacement of existing lighting fixtures)
- Work on cornices, gutters and down spouts

***Ineligible Improvements include but are not limited to:***

- New construction
- Structural additions to existing buildings
- Murals
- Interior improvements and modifications not related to building facades
- Non-façade improvements such as billboards, security systems, non-permanent fixtures, parking lots, landscaping, security bars, interior window coverings
- Items related to business operations (i.e. inventory, business equipment, etc.)
- Property acquisition
- Expansion of building area
- Conversion of use
- Refinance of existing debt
- Payment of delinquent taxes
- Improvements to structures outside of the Façade Improvement Grant boundary

**C WHAT YOU NEED TO KNOW:**

- A total of \$5,000 is available to be awarded in *matching* grant funding. Grants are required to have a 1:1 match (50% up to \$5,000).
- Grants will be awarded up to \$5,000 per business or property (the maximum a single business or property can receive).

- A business or property owner/tenant may apply for a grant from \$500 to \$5,000 but please note that the business or property owner/tenant must spend an equal amount or more on the project.
- The FIG is a reimbursement grant. The Main Street Program will reimburse eligible expenses that have been paid for by the grantee. In order to obtain a reimbursement, the grantee must submit copies of receipts clearly itemizing eligible expenses and indicating that they have been paid. Taylor Main Street will not advance funds for work that has not been completed.
- Applications will be considered by the Main Street Manager to determine grant recipients and to ensure, through an equitable process, that the application meets all applicable design-guidelines.
- Applicants will also be required to adhere to all requirements as prescribed by the City of Taylor, including review by the Taylor Main Street Advisory Board prior to any work being done and any permits that are required. Taylor Main Street staff will assist you in this process.
- The completed work must adhere to the final design plans agreed to with the Main Street Advisory Board to ensure final payment.
- All improvements must meet local, state and federal codes. All applicable permits **MUST** be obtained before work begins! Applicants will have the grant rescinded if work is begun without the proper permits.
- Grants must be submitted and obtain all approvals from Taylor Main Street Advisory Board and Staff as well as the City of Taylor before work begins.
- **Taylor Main Street will not reimburse for work on a building that was commenced prior to the approval of the grant.**
- Unless the applicant receives an extension from the Main Street Office, work approved for grant funding must be completed within one year of the approval of the grant.
- A minimum period of three (3) years must lapse before an owner or tenant may apply for a new façade grant for a specific building or property.
- Applicants who own multiple buildings in the allowable area may submit multiple Façade Improvement Grant Applications.
- Applicants must have a signed Grant Agreement with Taylor Main Street prior to commencing work on the primary facade. Funds spent on primary façade before the Grant Agreement is signed by both parties are not eligible for reimbursement.
- Funding awards cannot be increased after the Grant Agreement is signed. However, if a grant recipient reduces the level of investment, Taylor Main Street must reduce the grant amount previously approved, for a grant cannot equal more than 50% of the façade grant project.

- Applicants delinquent in property taxes, fees, and/or fines owed to the City of Taylor are disqualified from applying for the Façade Improvement Grant Program unless delinquency is remedied.

#### **D. APPLICATION PROCESS:**

1. Applicant obtains application and a copy of the Secretary of the Interior's Standards from Taylor Main Street.
2. Applicants are strongly encouraged to consult with the Texas Main Street Design Team for renderings and technical assistance with the proposed project. The Taylor Main Street Office has files on many of our downtown properties with renderings and design information from the TX Main Street Office.
3. Applicant should obtain at least 2 project bids from their contractors of choice. All bids submitted must be current and must be dated no earlier than 30 days prior to the application request.
4. Upon receipt of a completed application, the Main Street Manager will review the application and supporting documents to ensure it meets the design standards and eligibility requirements.
5. The Taylor Main Street Advisory Board will review the proposed project using the evaluation criteria set forth below and decide as to whether to recommend the approval of the grant request. It may receive recommendations from committees, such as the Design Committee. Committee recommendations shall be advisory only and no recommendation shall be binding to the Main Street Advisory Board.
6. Upon approval, Taylor Main Street will notify the Applicant of the award, and a letter of commitment will be issued. The Applicant may then begin work on the project. If the application is not approved, the Applicant will be notified of the reasons for rejection, and what, if any, steps may be taken to obtain approval.

#### **E. EVALUATION CRITERIA:**

Façade grant applications will be reviewed and evaluated based on the Secretary of the Interior Standards. Proposed improvements that meet these criteria and are "shovel-ready" will be most competitive for grant funding.

#### **F. POST APPLICATION PROCEDURE:**

1. Projects **MUST** be started within 2 months of approval and completed within 12 months, unless otherwise agreed to, in writing, between the parties. Failure to do so may result in the loss of the grant award. It is strongly recommended that projects be "shovel-ready" at the time of application.
2. Changes in the approved work specifications must be approved, in writing, by Taylor Main Street.
3. Taylor Main Street shall be notified withing 10 days of the completion of the project, so that staff may

confirm that the work was done in accordance with the terms of the grant.

4. Within 60 days of the completion of the project, the Applicant shall submit to Taylor Main Street proof of payment for all expenses related to the project, both labor and materials, for which it is seeking reimbursement. Such proof of payment may include copies of paid invoices, lien waivers, cancelled checks, etc.
5. Upon receipt of proof of payment and verification that the work was completed in accordance with the terms of the grant, a check shall be issued to the Applicant for the amount awarded.

I/We affirm to have read this Application Parameters, Process and Procedures document and understand its content.

NAME(S): \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**TAYLOR MAIN STREET**  
**Façade Improvement Grant (FIG) Program Application**

Please return completed the application with necessary attachments and signatures to the Main Street Office in Taylor City Hall. If you have any application questions, please contact the Main Street Manager at 512-352-3463.

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Applicant Name Date

Business Name
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Mailing Address

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Contact Phone Email Address

Building Owner (if different from applicant)
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Historical/Current Building Name
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Project Site/Address
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Type of Work: (check all that apply)

Paint Only

Awning/Canopy

Uncovering/Replacing Windows

Masonry Cleaning/Paint Removal

Other: \_\_\_\_\_  
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Facade & Building Renovation

Details of planned improvements relating to grant request (attach additional information if necessary).

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How will this project benefit Downtown?

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Project Categories	Estimated Costs	Grant Requested
Facade/Building Rehab		
Awning/Canopy		
Masonry Clean/Paint Removal		
Paint		
Uncovering/Replacing Windows		
Other:		
Totals		

TOTAL COST OF PROPOSED PROJECT

\$

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TOTAL GRANT REQUEST

(May not exceed 50% of TOTAL COST up to \$5,000)

\$

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List Contractors' Itemized Proposals and Total Amounts (please attach original proposals):

1. \_\_\_\_\_

2. \_\_\_\_\_

*Attach all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building's exterior facade, roof and foundation.*

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*Applicant's Signature*

*Date*

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OFFICE USE ONLY:

Date completed packet was received: \_\_\_\_\_

## DOWNTOWN REINVESTMENT GRANT AGREEMENT FORM

Please complete and return with the Façade Improvement Grant Application to the Main Street Office in City Hall; 400 Porter Street. If you have any questions, please contact the Main Street Manager at 512-352-3463.

Please place your initials where indicated so show you have read, understand, and agree to each statement.

I have met with the Main Street Manager, and I have read and fully understand the Façade Improvement Grant procedures established by the Taylor Main Street Advisory Board. \_\_\_\_\_

I intend to use this grant program for renovation projects to advance the efforts of revitalization and historic preservation of Taylor's historic downtown. \_\_\_\_\_

*I have not received, nor will I receive insurance monies for this revitalization project.*

\_\_\_\_\_

I (or my Contractor) will apply for and receive all applicable permits for this project. \_\_\_\_\_

I understand that if I am awarded a Façade Improvement Grant by the City of Taylor, any deviation from the approved project may result in the partial or total withdrawal of the grant. (If I am awarded a reinvestment grant for façade or awning work and the façade or awning 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 grant.) \_\_\_\_\_

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*Business/Organization Name (please write legibly)*

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*Applicant's Signature*

*Printed Name*

*Date*

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*Building Owner's Signature  
(if different from applicant)*

*Printed Name*

*Date*

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**This section is to be completed by Taylor Main Street staff:**

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*Date considered by MS Mgr.*

*Recommendation*

*Staff Signature*

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*Date considered by Main Street  
Advisory Board*

*Recommendation*

*Chairman Signature*



## Façade Improvement Grant Applicant Checklist

Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_

\_\_\_\_\_ Application Received

\_\_\_\_\_ Meeting – overview of process \_\_\_\_\_ (date)

\_\_\_\_\_ Grant is not retroactive; must be approved prior to start of work

\_\_\_\_\_ Applicant is current on all taxes, utilities, and fees

\_\_\_\_\_ Permission from Property Owner, if needed \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ TMS Guidelines (if applicable) \_\_\_\_\_ (date emailed)

\_\_\_\_\_ Submit overview of work/façade renderings to Main Street Office

\_\_\_\_\_ Submit Itemized Bids for work/who is conducting the work

\_\_\_\_\_ Permits pulled (provide verification to the Main Street Office)

\_\_\_\_\_ Additional applications as needed

\_\_\_\_\_ Improvements must be maintained for a minimum of one year

\_\_\_\_\_ Final meeting/MOU/approval to begin after all conditions are met

\_\_\_\_\_ Closeout statement signed by both parties \_\_\_\_\_ (date)

If you have any questions, please do not hesitate to contact Jan Harris at 512-352-3463 or via email at [Jan.Harris@TaylorTX.gov](mailto:Jan.Harris@TaylorTX.gov). We look forward to working with you!