



CLARKESVILLE BETTER HOMETOWN

Façade Grant Program

Applicant Guidelines

All commercial properties within the Clarkesville City Limits are eligible for up to 50% cost-share funding through the program (with a maximum Façade Grant contribution of up to \$2,500). Priority will be given to properties in the Phase I focus area (see attached map).

Facade Grant Program Application Procedures

1. Inquiries and applications may be obtained from the Clarkesville Better Hometown Manager
 - Receive application
 - Discuss intended plans
 - Understand your property's historic architecture
 - Design Committee and/or Façade Grant Committee contacts will be assigned to help you with the project
2. Complete application
 - Secure architect or design assistance (available through the Georgia Department of Community Affairs for a reduced fee starting at \$50.00 depending on project scope & size), if required, or create a sketch of the work to be accomplished.
 - Submit a line item estimate for work to be completed. Clarkesville BHT Façade Grant Committee reserves the right to require two (2) estimates for any particular project.
 - Complete and sign all sections of the application.
 - Attach a full color "before" photo.
 - Return application to Better Hometown Manager.
3. Grant approval
 - Façade Grant Committee will review application within 10 business days.
 - Committee will either approve for grant funding and determine the amount of the grant award, or refer questions or concerns to the property owner.
4. Meetings Required Prior to Execution of Project
 - The applicant/property owner and the contractor employed to do the Façade Grant renovation will be required to meet briefly with Façade Grant Committee representatives prior to the start of the project.
 - Meetings may also include the City of Clarkesville Planning Office if the nature of the work involves code compliance. **Applicants are responsible for obtaining all necessary governmental permits and authorization.**

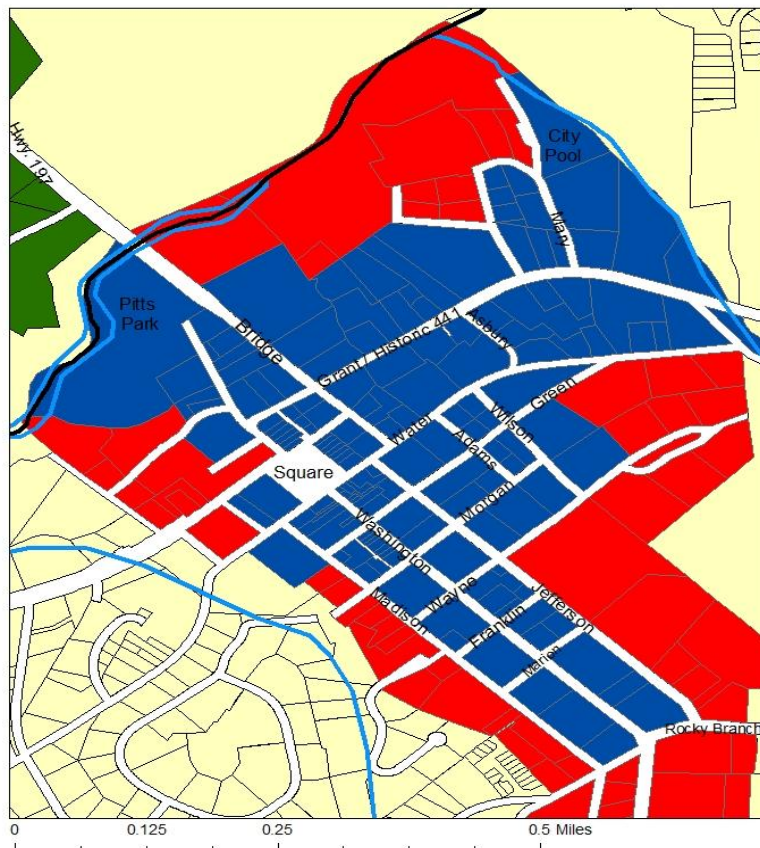
5. Execution of Project

- PLEASE NOTE: WORK CAN NOT BEGIN UNTIL YOU RECEIVE A WRITTEN NOTICE FROM THE MAIN STREET MANAGER INDICATING THAT THE PROJECT MAY PROCEED UNDER THE FAÇADE GRANT PROGRAM.
- Approved projects must be completed within 90 days. Failure to complete projects within the specified time frame may result in loss of approved funds. All façade property improvements must be properly maintained by the applicant/property owner for a period of at least five years, or duration of tenancy.
- All façade improvements must follow Secretary of Interior and City of Clarkesville BHT Design Guidelines to be eligible for cost-share funding. If questions or design changes arise, refer them to your Façade Grant Committee project contacts.
- Applicant/property owner must participate in meetings with the contractor and the Façade Grant Committee representatives during project completion.

6. Project Completion

- Once project is completed, send a full color “after” photo, along with proof of expenditures ie. copies of receipts, cancelled checks, statements, etc. to the Clarkesville Better Hometown Manager
- Within ten (10) working days of receiving copies, project participants will be reimbursed in accordance with the terms of the grant.
- Completed work must be in accordance with grant guidelines and the Secretary of Interior’s Standards to be eligible for reimbursement.

FOR MORE INFORMATION, CONTACT BETTER HOMETOWN MANAGER MARY BETH HORTON AT 706-754-2220 OR E-MAIL: mbhorton@clarkesvillega.com



**Clarkesville BHT
Design Committee
Façade Grant Program**

Legend

- Phase 1 - Year 1 Priority
- Phase 2 - Eligible
- Other Clarkesville Parcels - Eligible
- County Parcels



**Clarkesville Better Hometown
Façade Matching Grant Program
A P P L I C A T I O N**

Name: _____

Address: _____

Project/Building Address: _____

Tenant Name: _____

Property Owner's Name: _____

If the building is not occupied/what is the proposed use?

What must I do to obtain the grant?

- Complete the application form and return to the Clarkesville Downtown Development office. Tenants must include a letter of permission from the property owner.

- Attachments required:
1. Itemized cost estimate (Labor/Materials separately) or contractors bid;
 2. Letter of consent from property owner (if tenant is applying for grant);
 3. Any drawings and/or architects plans for project;
 4. Photograph of building.

Brief Description of the Project:

The Clarkesville BHT Design Committee will review applications and notify awardees within ten (10) business days in writing. All work must be completed within 90 days of written notification of the grant award. All necessary permits from Clarkesville Zoning Administrator must be obtained before construction commences.

The grant money will not be disbursed until the Clarkesville BHT Design Committee and the City of Clarkesville's Zoning Administrator have inspected the completed project and reviewed proof of expenditures i.e., receipts, invoices, and cancelled checks, etc.

Because of limited funds available, the Clarkesville BHT Design Committee will process the applications in the order they are received; funds will dictate the number of projects approved for grant funds each year, in turn grant funds will not be issued to the same project more than twice in a three year period with a maximum grant of \$2,500.00 per property owner per year.

Approved projects limited by funding one year can be wait-listed for the following year with applicant approval. Tenants with lease-hold agreements with same property owner can apply for improvements on case-by-case basis.

I, the undersigned, understand that the façade grant must be used for the project described in this application. I have read the requirements and agree to follow them.

Signature: _____ Date: _____

OPTIONAL

Office of Downtown Development Design Services

Design Request

225 W. Broad St, Athens, GA 30601; phone: 706.583.2734; fax: 706.425.3080

Form revised 3-2010

City: _____

Project name: _____

Project address: _____

Owner: _____

How do we contact the owner? _____

Other project contact: _____

Phone or e-mail: _____

Type of request: Building - Facade design Landscape
 Building - Complete rehab Other

Status: Looking for ideas Ready to begin work

Amount of money that owner plans to spend on project _____

When will construction begin? _____

Will the owner apply for historic preservation tax credits for this project? _____

Age of building _____

Exterior materials on the building _____

Project description _____

Send drawing to: _____

Send bill to: _____

Type of Service Requested

- Drawing (\$50/\$75/\$150/_____)
- Custom work/landscape & master plans (\$150 and up _____)

Drawings are \$50 for Better Hometown cities and \$75 for Main Street cities. Projects involving more than one facade will cost more, as will large landscape plans and master plans.

For cities not in the Main Street/Better Hometown program, drawings are \$150 and up.

All checks should be made out to the Georgia Trust. (Each payment to the Georgia Trust earns a complimentary one-year membership to the person obtaining service or to a named party.)

Please include photos of the property. Old photos are especially helpful if they can be found.

Check here if you are sending photos by e-mail. Please e-mail them to msbht@mac.com

Return completed form to Steve Storey, Manager, Design Services, Georgia Dept of Community Affairs, 225 W. Broad St., Athens, GA 30601. Phone: 706-583-2734, Fax: 706-425-3080.

Office Use Only

Received: _____

Assigned: _____

Completed: _____

Designer: _____

Comments: _____