Sumner Main Street Association works to stimulate economic growth and revitalization, enhance beautification, nurture historic preservation and ensure the vitality of downtown Sumner

Sumner Main Street Façade Enhancement Grant Program Instructions

The Sumner Main Street Association Façade Enhancement Grant Program is offered by Sumner Main Street, a Washington Main Street community. This program is offered to downtown business and property owners who desire to make eligible enhancements to the facades of their buildings and/or adjacent areas. SMSA works to promote revitalization and offers technical, as well as financial assistance to assure our historical buildings and district are preserved,maintained, and rehabilitated properly.

The program is managed by SMSA Executive Director with direction and assistance from the Design Committee's Façade Improvement Subcommittee. The subcommittee will be comprised of individuals who do not have a conflict of interest with the applicant seeking funding. These beautification efforts and improvements will enhance the physical image of downtown as aquality place to shop, work, walk, invest in, and live. Improvements result in a reinvestment of public and private dollars downtown.

1. **Who is eligible?**
    1. Owner(s) of a business - Each business is eligible for up to 50% match of improvement costs including design, to a **maximum of $2,500 total grant funds**;
    2. Owner(s) of a commercial building - Each building is eligible for up to 50% match of improvement costs including design, to a maximum of $2,500 total grant funds;
    3. If a property is leased or purchased under contract, all parties to the lease or contract must agree in writing to the improvements.
    4. Eligibility is based on property. A property owner with multiple properties may apply for funds to improve each property. A business owner with multiple storefront business facades may apply for funds to improve each business.
    5. Business/building must be located within the SMSA Designated Area.

2. **What is eligible?**
   Eligible enhancement expenses may include, but are not limited to landscaping (soil, flower pots, etc.), signage, painting, sandwich boards, art, exterior lighting, exterior cleaning, awning cleaning and/or replacement and window storefront display improvements that are visible to the public.

3. **What grant funds are available?**
   SMSA has a total of $5,000 available for large-scale projects during the 2021 grant round.

4. **When will grants be available?**
   SMSA will begin awarding grants in October, 2021. The application process will be open for as long as funding isavailable through December 31, 2021.

5. **What are the limitations?**
    1. Funds are intended for improvements to exterior facades and adjacent areas of buildings only. The term "enhancement" in this program also includes: rehabilitation, restoration as well as new improvements.
    2. Facades and adjacent areas must be visible from public right-of-way. Interiors, roofs, and facades not visible from public right-of-way are not eligible for a grant.
    3. Funds are intended for future work to be performed, not work completed. Only those costs for project design completed may be included in the project budget submitted for the grant.
    4. *A business owner/tenant may apply for <u>one grant at each level in each yearly grant period</u>. RMS may or may not approve the same project completed in a prior year (s).*

6. **Commitment & Project Schedule:**

The applicant (building or business owner) must agree to complete the project in a timely manner. SMSA Design Committee's Façade Improvement subcommittee's approval of an application qualifies a project for reimbursement.

The applicant has 30 days from the date of acceptance to commence work on the project. If the work has not commenced by that time, the applicant must notify SMSA in writing of the delay and the intent to either:

1. Withdraw from participation in the program without reimbursement for any out-of-pocket expenses; or
2. Initiate work by a proposed date (if agreed to and accepted by RMS with a project completion date no later than 90 days from the original date of acceptance.

The project must be completed within 60 days of acceptance unless a time extension is approved.

A project started before the design is approved and grant awarded will not be approved, in which case the applicant must bear the full cost of the project or the cost of a redo that meets the design guidelines.

Changing the design without SMSA and if applicable, City of Sumner approvals voids the agreement and leaves the applicant(s) totally liable for the cost of the project, including reimbursement for architectural fees.

7. **Application Process:**

Applicants are encouraged to talk to the City Planning Department early about their project to determine what City applications and permits may be required.

Submit Grant Application and materials to SMSA.

Design Committee Façade Improvement subcommittee reviews all applications. The committee presents their selection to the Design Committee who then reports the selection to the board of directors. The Executive Director notifies grant applicants of the grant awards.

If not already in hand, the applicant is required to obtain all approvals, permits and/or letters of exemption from the City prior to the beginning of work. Failure to obtain City approvals, permits, or letters of exemption prior to beginning work will likely jeopardize some or all of the grant reimbursements for project costs.

Within 30 days of project completion, the applicant must submit photographs of the completed project and receipts showing payment for all project expenses to the Design Committee's Façade Improvement subcommittee who reviews and makes a recommendation for payment to the SMSA Board.

A reimbursement check equal to 50% of the approved project expenses (not to exceed $2,500 per project) will be made payable in the name of the applicant(s) as stated on the Grant Application form.

8. **Additional Application Requirements:**

Initial application submitted to the SMSA Economic Vitality Committee must include:

a. Grant Application completed,
b. A Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront,
c. Architectural rendering of the design, or other materials to portray the improvement(s) proposed if necessary.
d. Contractor bid estimates for proposed work and actual invoices for costs of the proposed work.

Program Administration

The SMSA Design Committee Façade Improvement subcommittee is responsible for overseeing design review of all applications and is responsiblefor administration of the Facade Enhancement Program. The SMSA Board awards grants and has final authority for the disbursement of funds.

Criteria for rating Grant Applications:

Award of a grant is a discretionary decision by SMSA based on the criteria below. Award of grants may also be competitive should there be more quality projects than funds available. Projects must make a noticeable improvement to the look of downtown. The project must be located in the Main Street Designated Area.

Consistent Design. The applicant must demonstrate that the design is consistent with all grant applications associated with that building. A single building with more than one storefront business or facade is eligible for funds for only one design, but each independent tenant business' storefront (must have a separate mailing address and direct entrance off the street) is eligible for grant funding. A store with a front and a back door counts as just one storefront.

Historic Character. The project will rehabilitate a building or business storefront in keeping with the historic character of downtown Sumner.

Qualified Professionals and Contractors

It is preferred that the project will include qualified professionals and contractors with experience. However, sweat equity may be considered in the total project costs, if the applicant demonstrates the knowledge, skills and experience in preforming work associated with the project.

Completed Application

Those grant applications that are complete will have preference over those that do not; first-come, first-approved.

Ready for Start!

1. If a sign and/or building permit is required, a project that has received a sign and/or building permit approval or a determination that the project is exempt from a sign and/or building permit will have preference over those that do not yet have approval or exempt determination.
2. The project is shown to have a viable schedule for completion within 60 days of award of grant.
3. All signs should comply with the Municipal Codes for the City of Sumner.

SMSA Façade Enhancement Grant Program / Grant Application

Date of Application: _____

PROJECT NAME	
GRANT FUNDS REQUEST	$ MAX. $2,500 & 50% MAX. MATCH
PROJECT DESCRIPTION	
SITE ADDRESS	
APPLICANT	☐BUILDINGOWNER ☐BUSINESSOWNER/TENANT
NAME:	DAY PH.
MAILING ADDRESS:	
E-MAIL:	CELL PH.
CONTACT PERSON	☐APPLICANT ☐CONTRACTOR ☐OTHER: _____
NAME:	DAY PH.
MAILING ADDRESS:	
E-MAIL:	CELL PH.

PROJECT INFO			
START DATE		ARCHITECT DESIGN FEES	$
COMPLETION DATE		CONSTRUCTION & MATERIALS	$
MATCH %	50%	*OTHER COSTS	$
MATCH REQUEST	$	TOTAL PROJECT COST	$

*Clarify other costs in your application.

PLEASE INCLUDE THE FOLLOWING AS PART OF YOUR APPLICATION:

1. Grant Agreement with signatures of the building owner (or owners) and applicable business/tenant with a designated storefront,
2. Architectural rendering of the design, or other materials to portray the improvement(s) proposed.
3. "Before" photograph(s),
4. Design boards and/or materials, paint sample chips or other sample materials, if applicable.
5. Contractor bid estimates for proposed work and actual invoices for costs of the design work,
6. Explanation of how the proposed project meets the criteria for award of a Grant. See Instructions section.

These are general guidelines and a standardized form. If you have any questions or need help completing the application, please contact Jill Starks at director@sumnermainstreet.com. We are more than happy to help.