



2021-2022 Façade Grant Program Overview

The façade grant program provides matching funds for exterior improvements to historic non-residential structures. It is designed to provide incentive funds to property owners in the Historic District to encourage rehabilitation downtown. It promotes the beautification of the Historic District and its importance to the history of Graham and its residents. Applications for funding are approved by the Historic Resources Commission (HRC). Examples of improvements include:

- Removing of false fronts and metal canopies
- Safe cleaning of brick and stone fronts
- Sign replacements
- Canvas awning installation
- Window and door repairs or replacements
- Repainting
- Structural repair to exterior
- Historic reconstructions
- Store front reconstruction
- Tuck point mortar joints
- Stain brick to match existing
- Roof vents on store face
- Exterior lighting
- Relocate electrical wiring

What is a Façade?

A façade is one side of a building regardless of the number of stories.

Each store front of a building can be considered a façade. The rear of a building may also be considered for a façade grant with priority given to the front of the building.

Who is Eligible?

Owners or tenants of non-residential properties in the Courthouse Square Historic District are eligible to apply. Tenants must include a signed letter of permission from the property owner as part of their application.



Funding and Renovation Guidelines

This is a cost reimbursement program. Projects are funded on a 50-50 matching basis, with the maximum City contribution being \$5,000. The Commission may also choose to support only a portion of a project by providing matching funds to complete a portion of the project. The applicant's match may include funding from other sources. Only one grant per year may be awarded to a property. For details, [see scoring matrix](#).

This program applies solely to exterior improvements. All proposals must follow the City's building code requirements. All renovations on buildings over 30 years old must follow the [HRC Design Guidelines](#).

How to Apply

Consideration for funding requires a complete application packet. The packet must be received by the Planning Department no later than **5:00pm on Wednesday, September 21, 2021 in order to be heard at the October Meeting or October 19, 2021 in order to be heard at the November meeting**. A complete application packet must include **ALL** of the following at the time of submittal:

- A completed Façade Grant Application
- A completed [Certificate of Appropriateness \(COA\) Application](#)
- An existing photo of the building or structure
- Drawings, sketches, or pictures showing the proposed renovations
- At least two itemized cost estimates

Complete application packets should be sent to Laura Millsaps at lmillsaps@cityofgraham.com or at 201 S Main St, Graham, NC 27253.

What if my application is approved?

After approval, the applicant has until **May 1, 2021** to complete the project. If more time is needed, a written request for an extension with a reasonable explanation must be provided. Applicants will receive reimbursement once the project is completed, it is inspected and approved by the City's Inspections and Planning Departments, and paid receipts are submitted to the Planning Department. Any renovation work completed prior to an application being approved by the Historic Resources Commission will not be eligible for reimbursement.

For more information or questions, contact Cameron West at cwest@cityofgraham.com or 336-570-6705.



Graham Façade Grant – Application Process

Please read the following information carefully as the Historic Resources Commission (HRC) has made changes to streamline the process for awarding Façade Grant funds.

1. For any projects requiring a Certificate of Appropriateness (COA), the HRC suggests reviewing the applicable section of the [HRC Design Guidelines](#) before submission. Projects which require a COA must be approved by the HRC prior to the awarding of funds.
2. The HRC highly recommends applicants submit all major COA applications early. The deadlines for including a COA application on the agenda prior to the October meeting are as follows:

| COA Application Due | Public Notices Sent | HRC Meeting |
|---------------------|---------------------|-------------|
| 9/21/2021 | 9/25/2021 | 10/5/2021 |
| 10/19/2021 | 10/23/2021 | 11/3/2021 |

COA applications submitted by the façade grant deadline will be heard at the November 3 meeting prior to the awarding of Façade Grant funds. However, this may put the applicants project at risk of not being eligible for grant funding if the HRC feels it has insufficient information to rule on the COA or decides to deny the COA at the October meeting. If needed, the application can be heard at the November 3 meeting.

3. To learn more about the criteria upon which funding decisions are made by the HRC, please **read the [scoring matrix](#)** adopted to assist in the prioritization of projects and increase transparency for applicants.
4. A complete application including Façade Grant Application, [COA Application](#), an existing photo of the building or structure, drawings, sketches or pictures showing the proposed renovations, and at least two itemized cost estimates should be sent to Laura Millsaps at lmillsaps@cityofgraham.com or at 201 S Main St, Graham, NC 27253 no later than **5:00pm on Monday, September 21, 2021**.
5. The HRC will award funding for projects at the meeting scheduled for **November 3, 2010 at 6PM in Council Chambers** (201 S. Main St. Graham, NC 27215). While not required, the HRC highly encourages applicants to attend this meeting in order to answer any questions the Commission may have with regard to the project proposal.
6. All applicants will receive notification no later than Friday, November 5, 2021 as to the outcome of their application status and, if successful, the maximum amount reimbursed.
7. After approval, the **applicant has until May 1, 2022 to complete the project**. Applicants will receive reimbursement only once the full project submittal is completed, inspected, and approved by the City's Inspections and Planning Departments, as well as paid receipts being submitted to the Planning Department. Partial project completions are not eligible for reimbursement.

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2021-2022 Façade Grant Program Application

| Property Information | Applicant Information |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Street Address: | Name: |
| Tax Parcel ID#: | Phone Number: |
| Owner's Name: | Email: |
| Use of Building: | Relationship to Property (check one): |
| Business Name (if applicable): | Property Owner <input type="checkbox"/> Tenant/Business Owner <input type="checkbox"/> |
| Based on the Historic Inventory Map the property is considered: Pivotal <input type="checkbox"/> Contributing <input type="checkbox"/> Fill <input type="checkbox"/> Intrusive <input type="checkbox"/> | |

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

Total Estimated Cost (lowest bid quote): \$_____ Attach at least two itemized cost estimates for proposed work.

Checklist for a Complete Application

- ☐ I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- ☐ I have met with the City Building Inspector. My project [does ☐ / does not ☐- ☐ I have complied with the [HRC Design Guidelines](#) which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old ☐)
- ☐ I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.
- ☐ The owner's written and signed permission is attached, if applicant is not owner. (Not applicable ☐)
- ☐ An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- ☐ At least two itemized project cost estimates are attached.
- ☐ I understand in order to receive reimbursement, my entire project as submitted must be completed, inspected, and approved by the City's Inspections and Planning Departments.
- ☐ I understand in order to receive reimbursement, all receipts must be submitted to the planning department.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. **I understand** that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2022.

Applicant Signature

Date