



Façade Improvement Grant

Checklist

- ☐ Grant application
- ☐ Photograph of existing building and conditions
- ☐ Color visual materials (drawing/graphics) showing proposed changes to building
- ☐ Color pallet of proposed design
- ☐ Timeline (approximate) completion of the project
- ☐ Cost analysis of the project
- ☐ 2 color copies of completed request including pictures, drawings, and schedule.

Please note, Grant application MUST be received, reviewed and APPROVED before ANY work can begin on your project. Work started prior to grant approval, cannot be funded.

FAÇADE IMPROVEMENT PROGRAM

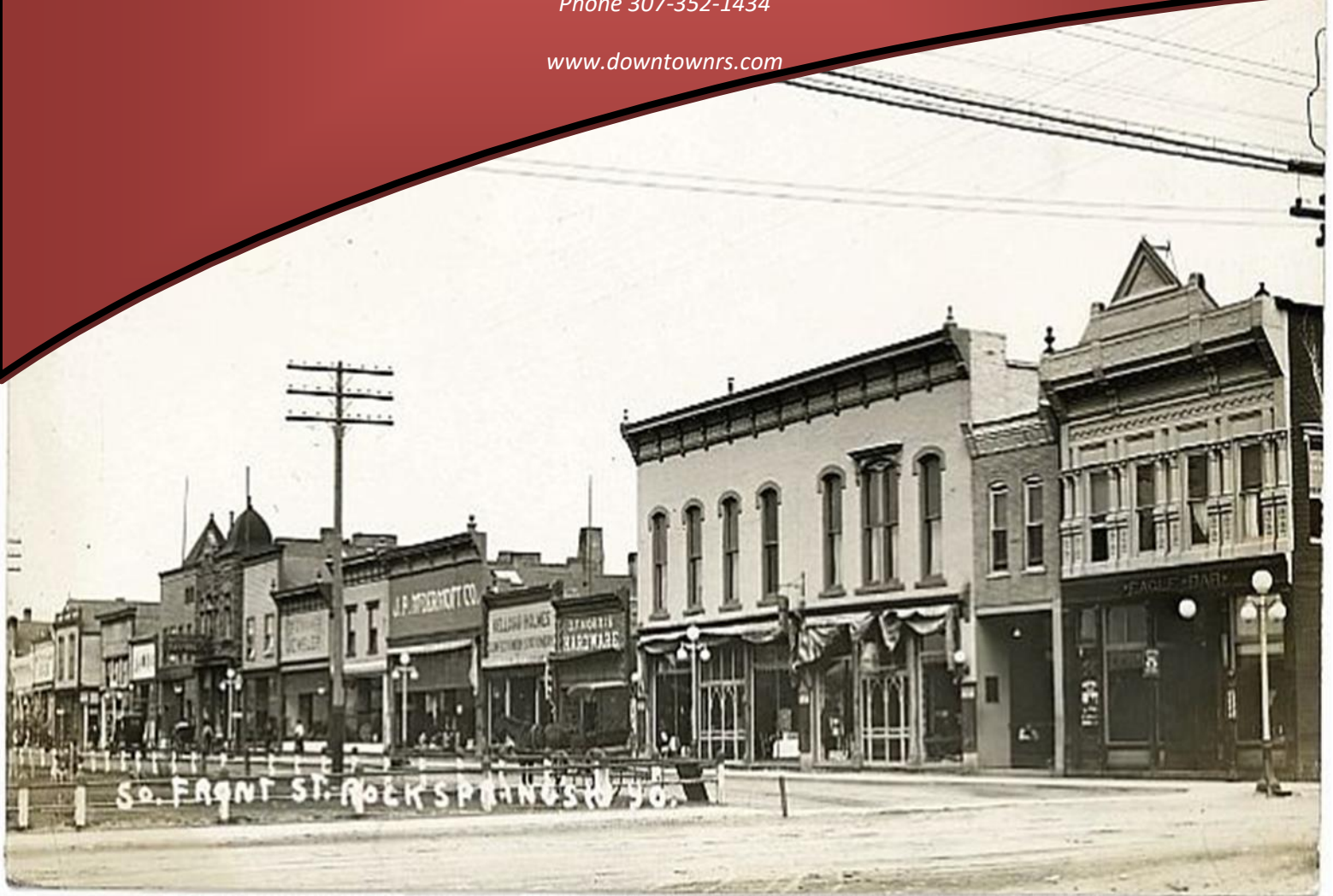
City of Rock Springs Urban Renewal Agency Main Street Program

603 South Main Street

Rock Springs, WY 82901

Phone 307-352-1434

www.downtownrs.com



Facade Improvement Program | Urban Renewal Agency, 603 South Main Street, Rock Springs, WY

Improving the appearance of individual buildings as well as the overall look of Historic Downtown Rock Springs

Name _____

Address: _____

Eligible Applicants

Commercial and non-profit property owners or tenants within the URA District area may apply for the grant program. Tenants are required to have written approval from property owners to participate in the program. Non-profit organizations must provide proof of 501(c) status. The URA District area is defined as the downtown Rock Springs commercial district, zoned B3. **Historically significant buildings, as well as buildings located in the area(s) designated by the Destination Development, Inc. plan will be given special consideration.**

In 2017 new Transformation Strategies were developed that included many workshops with Wyoming Main Street, Rock Springs Main Street/URA and its Board of Directors, as well as members of the community at large.

Each year Rock Springs Main Street/URA fundraises for the purpose of providing assistance to small businesses and property owners. These priorities will align with those Transformation Strategies and outline how monies are awarded to achieve the maximum benefit from our efforts.

Goal: Grow the dining and entertainment options downtown by attracting new customers, expanding the number of restaurants, differentiating downtown's offerings from chain options, and creating stronger tie-ins to Rock Springs' entertainment and cultural venues.

Goal: Create a vibrant arts and culture economy downtown that attracts people to visit Rock Springs from throughout Southwest Wyoming.

Priority 1: Awards up to \$5000 match for facades may be granted to downtown business owners who seek to improve the exterior of the buildings they are doing business in. Historically significant buildings, as well as buildings located in the area(s) designated by the Destination Development, Inc. plan will be given special consideration.

Among these applicants the highest priorities will be given to restaurants/cafes, businesses that promote arts and culture, and upper level living spaces.

Priority 2: Awards up to \$2500 match for facades may be granted to downtown property owners, commercial and residential, to improve the exterior of their property to enhance the aesthetic view of Downtown Rock Springs, making it a more desirable and inviting business or rental property.

Among these applicants the highest priorities will be given to properties along entrances to downtown and those on downtown primary streets.

Priority 3: Awards up to \$1000 may be awarded to private property owners to improve the exterior of their property or homes in the designated downtown area to enhance the aesthetic view of neighborhoods in Downtown Rock Springs as well as to assist homeowners in increasing the value of these homes. These grants are awarded after Priorities 1 and 2 are funded, as funds are available.

Façade Improvement Grant

The Façade Improvement Grant entitles the applicant up to **\$5,000.00** reimbursement towards the total cost (sales tax amount excluded) of a facade improvement project. This is a matched grant and requires the applicant to pay for 50% of the total cost, while the grant pays for the remaining 50%, not to exceed \$5,000.00. Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant. The Façade Improvement Grant pertains to exterior improvements only and may be applied to a front, side, or rear facade provided it faces a public street or parking area.

Buildings located in the downtown area can qualify for the full \$5,000. Those located within the URA district, but not downtown, may qualify for \$2,500.

Façade Improvement Grant Matching Requirements

The Façade Improvement Grant requires the applicant to match 50% of the total project cost (not including paint or sales tax). Matching funds may be cash or in-kind contributions. In-kind matches may include services, materials, labor, and/or equipment documented in a letter from the donor and submitted with the grant application.

Eligible Activities

1. Painting, stucco or other exterior enhancement
2. Awning, window, door replacement
3. Removal of old signage and installation of new conforming signage
4. Tile, pavement replacement between entry and public sidewalk
5. Exterior and/or display lighting
6. Accessibility improvements for ADA compliance
7. Cleaning of exterior brick or concrete
8. Other improvements subject to Rock Springs Main Street Program approval

Façade Painting Grant

The Façade Painting Grant entitles the applicant (commercial or residential) up to **\$1,000.00** reimbursement per building. The Painting Grant can be used independently or in addition to the Façade Improvement Grant. The Painting Grant is available for up to 100% of the total cost of paint, not to exceed \$1,000.00. Sales tax amounts will not be included in the approved grant amount and is the responsibility of the applicant.

Buildings located in the downtown area can qualify for the full \$1,000 paint grant. Those located within the URA district, but not downtown, may qualify for \$500.

Application Process

1. Complete the application. Obtain the following documents and attach to application.
 - a. Photograph of the existing building and conditions
 - b. Color visual materials (drawings/graphics) showing proposed changes to the building
 - c. Color pallet of proposed design
 - d. Cost analysis of the project (two (2) bids are required)
 - e. Timeline (approximate) for completion of the project
2. Submit the application and additional documents. Grants are reviewed on a quarterly basis. Please review the cover sheet of this packet for specific deadlines.
3. The URA staff will determine if the building is found to be a “contributing” or “non-contributing” building to the historic downtown district.
 - a. Contributing buildings - the URA will refer the applicant to the Certified Local Government Historic Preservation Committee (CLG). The CLG committee will then work with the applicant on building improvements with a thorough historic preservation aspect. Contributing buildings may be eligible for special tax credits and grants.
 - b. Non-contributing buildings - the URA will forward the application to the Design Committee for review.
4. The URA will notify the applicant to inform them of the date and time they will need to present their application to the Design Committee.

Design Committee Review

When an application is submitted and includes all of the required information listed above, the process for review and approval will be approximately one (1) to two (2) months. Applicants may be required to attend a board meeting to answer questions, etc.

If the application is found acceptable, the applicant will receive written notice of the grant award from the URA office staff.

PLEASE NOTE: Facade improvements made prior to approval of an application by the URA will not be funded by the program. Once building improvements are completed, URA staff/committee will verify improvements where as specified before any funds are reimbursed. Grants are awarded based on the availability of funds, scope and impact of the project.

Disbursement of Grant Funds

1. Once the project is complete, the applicant must submit the following items to the Urban Renewal Agency, 603 South Main Street, for review:
 - a. Copies of all bills and invoices or supporting documents for labor and materials
 - b. Copies of confirmed payment-(receipts, canceled checks, etc.)
 - c. A final photograph of the work
2. Verification of the new façade or paint will then be completed by the Urban Renewal Agency. The Design Committee will approve the funds upon the next meeting.
3. Funds will be released and issued to the applicant. Please fill out the following information to ensure proper reimbursement:

Make check payable to: _____

Address where check needs to be sent: _____

Contact name and phone number: _____

Additional Requirements

Permit Requirement

The applicant will be responsible for adhering to the design guidelines and securing permits as required by the City of Rock Springs.

For more information on securing permits, contact the Planning and Zoning Department, 307-352-1540.

Project Time Period

Applicant must submit an approximate time line of the completion of the project with the grant application. Projects must be completed within 1 year from grant approval date, or risk availability of funds if a written request for an extension is not received.

Façade Improvement Program Grant Application

Date Submitted:	
Name of Applicant:	
Phone #:	
Name of Business:	
Property Address:	
Mailing Address:	
Applicant is the:	<input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant
Property Owner's Name: (if different from applicant)	
Property Owner's Address:	
Property Owner's Phone:	

Detailed Project Description

How will you “Pay it forward”?

Façade Improvement Program Grant Application (cont.)

Total estimated facade cost: Amount of grant request:
Up to \$5,000.00

Total estimated painting cost: Amount of grant request:
Up to \$1,000.00

Total grant request:
Up to \$6,000.00

Start date of project: Estimated completion date:

Signature of Applicant *Date*

General Conditions

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding. It is expressly understood and agreed that the applicant will not seek to hold Rock Springs Main Street Program and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Grant Program.

The applicant agrees to maintain the property and improvements.

The applicant authorizes Rock Springs Main Street Program to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Rock Springs Main Street Program materials and press releases.

The applicant understands the Rock Springs Main Street Program reserves the right to make changes in conditions of the Facade Improvement Grant Program as warranted.

If at any time you wish to withdraw your application, you must notify the URA Director in writing at 603 South Main Street, Rock Springs, WY 82901, as soon as possible.

Signature of Applicant

Date

Facade Improvement Program Grant Application (cont.)

If the applicant is not the property owner, the property owner or an authorized representative **must review and co-sign the application below.**

As owner of the property at _____
Property Address

I have reviewed the above application and authorize the tenant, _____
Print Tenant Full Name

at said address to perform the facade improvements described above as part of the Rock Springs Main Street

Program Facade Improvement Grant Program.

Signature of Property Owner or Authorized Representative

Date

REMINDER

All of the following must be included with the completed application:

(Absence of items will be detrimental to your application and will delay the process)

- ☐ **Grant application**
- ☐ **Photograph of existing building and conditions**
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