



FAÇADE GRANT PROGRAM 2024

The City of Jasper **FAÇADE GRANT PROGRAM** in coordination with Heart of Jasper is a program intended to provide financial assistance for exterior building façade improvements in the Downtown and Riverfront Areas of Jasper, Indiana. The goal of the program is to stimulate retail growth and catalyze investment through enhanced aesthetics.

New in 2024 Sign Reimbursement Project-To create unified signage in the downtown, Heart of Jasper will grant funds used for new or updated signs on the buildings located on the Courthouse Square and one block off. The applicants will be awarded 100% of the approved project up to \$800. There is no minimum requirement. The sign design must meet the guidelines and be approved by the Heart of Jasper Design Advisory Committee.

The Sign Reimbursement Project will take priority in 2024. Any remaining funds will be used towards Façade Projects. The eligible projects and guidelines remain the same as the previous years. A building or business owner is allowed to apply for the Sign Reimbursement Project and a Façade Project.

Grants will be awarded for 50% of the approved improvements. The minimum project plan must be over \$5,000. The maximum match will be \$10,000. In total, the program will provide a maximum of \$50,000 in grant funding for the 2024 calendar year.

Grants will be awarded on a reimbursement basis, following an application procedure, design review, approval, and construction. Disbursement is contingent upon submittal of cost invoices from contractors and tradesmen and inspection work by the Heart of Jasper Design Advisory Committee. Availability of funding will vary per calendar year.

“Design standards” refers to the facade guidelines established in 2020. Attached is the document specifying the design standards.

ELIGIBLE PROPERTIES

- Intended grant recipient properties are located in the Heart of Jasper current boundaries.
- Applicant must be current on all local and state taxes; free of contractor liens; current on all permit fees; compliant with all local municipal codes; and free of foreclosure status.
- Property must have commercial activity as its primary purpose.

ELIGIBLE ACTIVITIES

- Signage
- Restoration of original façade;
- New façade if it meets designs standards set forth by the City of Jasper;
- Cornices, entrances, doors, decorative detail or awnings;
- Masonry repair;
- Painting or cleaning as it relates to prepping for painting;

- Other activities that restore the original exterior architecture;
- Exterior cladding, only as part of a larger project;
- Window repair and replacement if part of a larger façade improvement;
- Architectural fees associated with the façade improvements;
- Demolition as scope of work in renovation project;
- Exterior lighting;
- Alleyway enhancements;

INELIGIBLE ACTIVITIES

- Interior work;
- Activities not visible from the public right-of-way;
- Demolition or acquisition of property;
- Permit fees;
- Sidewalk or paving;
- Roof repairs or replacement;
- Repair or creation of features not consistent with the design standards set for the area;
- Labor cost performed by the applicant or employees of the applicant.

GUIDELINES

- No work may begin until funding has been approved.
- The applicant must be the owner of the building, or if a lessee, must have written permission from the building owner at time of application.
- The amount of the grant can be for no more than 50% of the approved improvements.
- Local contractors, materials and tradesmen should be used for the work. Contractors, electricians and other tradesmen must be licensed in their field as required by local and state authorities.
- Project eligibility is at the full discretion of the Heart of Jasper Grant Committee.
- All rules and guidelines are subject to change at any time.
- All work must be completed within 9 months.
- Upon acceptance of application the applicant will enter into a contract with Heart of Jasper that highlights the procedure of grant payment to applicant upon completion of project.
- Applications will be reviewed as submitted. Once the program funding has been utilized no further projects will be granted for the given year.
- All projects must comply with the City of Jasper Unified Development Ordinance, municipal codes and design guidelines.
- Property or properties of the owner must not be delinquent of any property taxes, city liens or fines.

APPLICATION CHECKLIST: All information below must be turned in with application.

1. A completed application form
2. Written permission from the property owner to conduct façade improvements
3. Color photographs of existing conditions
4. Samples of materials and colors to be used
5. Any other documentations necessary to illustrate the visual impact of the project
6. Detailed proposal from contractor showing scope of work, costs, and project timeline



FAÇADE GRANT PROGRAM
Example

Before



After





Facade Grant Program Policy 10/6/2020

Introduction:

The grant policy for Heart of Jasper is a general standard for outlining program criteria in order to process grant applications consistently. The policies and guidelines shall be based on the fundamentals deemed necessary to award the grant and to protect the major assets of the City of Jasper.

Geographic Market:

Grants will only be awarded to properties within the Heart of Jasper service boundaries shown in Exhibit A. If boundaries should change within a given year, properties within the new boundaries will be eligible the following year.

Grant Committee:

Heart of Jasper Grant Committee shall include two board members recommended by the Heart of Jasper President and approved by the board members. Heart of Jasper Executive Director shall be responsible for collecting, processing, and maintaining grant applications.

The Grant Committee will meet monthly or as necessary to discuss pending grant application requests. The Director shall provide the committee members with copies of grant requests prior to meeting.

Duties and Authority:

The Grant Committee will review all new grant application requests to verify adherence to Heart of Jasper program guidelines. If the application complies with all guidelines and program funds are available, the Grant Committee will have the authority to approve the grant request.

If the grant request does not meet all the guidelines, or funds are not available, the Grant Committee may deny the request. The Grant Committee will have the final authority to issue the approval of any request that does not meet all the guidelines.

All new approvals and denials will be reported to the Heart of Jasper monthly board meeting along with a consolidated report of funds disbursed and remaining.

Applicants may request an increase in their grant amounts during construction due to unforeseen circumstances. Each request must be approved by the Grant Committee, and any increase will be reported to the Heart of Jasper Board of Directors. If the increased cost is allocated to renovations that meet the guidelines of the grant program and funds are available at the time of request, the Grant Committee will have the authority to approve the grant increase request.

Heart of Jasper Staff Responsibilities:

Heart of Jasper's Executive Director will be responsible for assembling the necessary documents for each grant application prior to submission to the Grant Committee for review. The Director is responsible for the verification of completeness and accuracy of all documents associated with the grant application.

A file will be maintained so that any committee member can quickly access the status of the request. The Director will process all grant requests in a timely manner. The committee members will consult with Heart of Jasper's Board of Directors when cases arise that are beyond their area of expertise. The committee will seek assistance from the City of Jasper when grant documentation or agreements are complex or unfamiliar.

In addition to processing, reviewing, and compiling data for grant requests, the Director will keep ongoing records of all files and will monitor all construction projects to ensure procedures are met prior to releasing funds on a project. The Director will monitor and provide status reports on a monthly basis to Heart of Jasper's Board of Directors within on all active projects.

Conflict of Interest:

Grant Committee members shall abstain their voting privileges when considering an application submitted by any person to whom they are related, whether by birth or marriage or with whom they cohabitate or have a business relationship

Confidential Information:

In the ordinary course of business, the Grant Committee is exposed to confidential financial and company related information. Such information shall be treated with complete confidentiality in order to adhere to the highest legal and ethical standards. Personal financial information of all applications will be discussed in executive sessions only.

Grant Programs and Policy Approval:

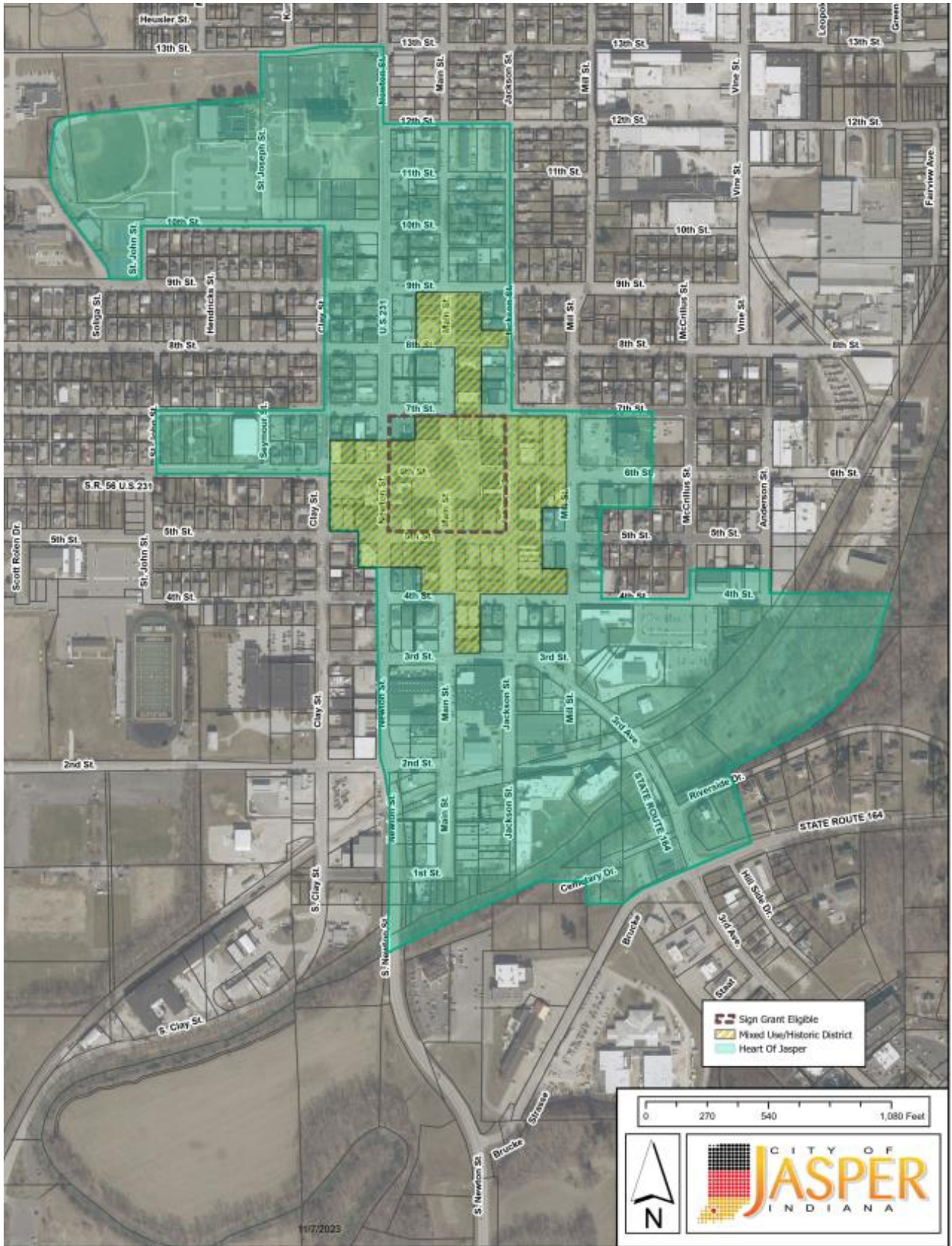
All grant programs and policies are to be reviewed annually by Heart of Jasper's Board of Directors. Modification to the programs and policies will be recommended periodically as the environment changes or as regulatory requirements dictate. Any changes to these policies will be recommended and approved by the Board of Directors.

Policy Implementation:

The Grant Committee with the assistance of Heart of Jasper's Board of Directors shall be responsible for implementing this grant policy and may supplement the policy with detailed guidelines and/or procedures from various loan and grant types.

Exemptions to Policy:

It is recognized that there will be occasions when legitimate exceptions to this grant policy arise. In no event, however, shall an exception be granted which would violate regulatory requirements. Each exception to policy shall be clearly defined in the analysis of the request and formal approval issued by the Board of Directors. In all cases, full justification for the decision is to be disclosed and documented.





Façade Grant Program Application

Applicant Information

Name:
Phone:
Referred by:

For Office Use Only

Application Date:
Approval Date:
File Number:
Amt Requested:
Amt Approved:

Property Owner Information

Name:	Years Owned:
Address:	Phone:
Type of Ownership:	Email:

Business and/or Project Location Information

Business Name:	Project Owner Name:
Address:	Phone:
Type of Business:	Property Use:

Proposed Improvements (Attach Additional Pages, Drawings and/or Photos as Needed)

Description of Improvements:	
Are there other improvements being made to the property that are not eligible for the façade grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a written description to the application including the dollar amount of said improvements.	Estimated improvement cost for publicly visible façade:

The applicant ☐ owns ☐ leases the property in consideration

The applicant has read and agrees to comply with the City of Jasper's architectural design guidelines and to complete the project within the specified time allowed. All required materials for a complete application are attached to this form.

Applicant Signature: _____ Date: _____