



FAÇADE IMPROVEMENT GRANT (FIG) PROGRAM GUIDELINES

PROGRAM OBJECTIVES

The City of Kirby Economic Development Committee's Mission is to work with and be available to commercial property owners in an effort to sustain, grow and enhance the community. The City wishes to maintain and improve the quality of life for its citizens by fostering economically viable commercial properties. In order to reach this goal, the City of Kirby has established a Façade Improvement Grant (FIG) Program. The objective of this grant is to provide assistance to those property and business owners who are seeking to renovate or restore building façades.

FINANCIAL ASSISTANCE

Participants may receive a grant with a maximum reimbursement of \$1500 toward the total project cost. Each property or business owner will contribute 20%; the Façade Improvement Grant will contribute 80%. For example, if the total project cost is \$1500 the grant will reimburse \$1200. If the total project cost is less than \$1500, the grant will reimburse 80% of what was spent on the project. The number of grants awarded each year will depend on the availability of funds and the approval of City Council to continue this program. Applications are limited to one annually per property owner.

Current members of the Kirby City Council and/or Economic Development Committee may not apply.

ELIGIBILITY

Improvements to buildings must improve the overall appearance of the property.

Commercial properties must be up to date on all municipal taxes prior to participation in the program.

Commercial properties must comply with state and local code requirements.

INELIGIBLE IMPROVEMENTS

Projects, which are underway or started prior to an executed agreement, are NOT eligible to participate in the Façade Improvement Program. The following improvements are ineligible under the program:

- Interior improvements
- Roof repair, not visible from the street
- Removal of original or architecturally important features
- Addition to part of the building

PROCEDURE

The application process is below:

1. Property/Business Owner turns a completed application in to the City Manager that includes a complete project description, project rendering, cost estimate (multiple estimates are encouraged), and current photos of the property.
2. The Economic Development Committee will determine eligibility and make a recommendation for approval or disapproval.
3. The City Manager will send a letter informing applicant of project approval and availability of funds.
4. City/Owner FIG agreements are signed and routed.
5. Applicants must obtain all necessary permits and meet all current State and Local code requirements.
6. Project must commence within 30 days of FIG approval.
7. Any changes to the project scope must have prior approval of the Economic Development Committee.
8. Upon completion, project must pass all necessary City of Kirby inspections to include a review by the City Manager to ensure compliance with the approved project scope.
9. Applicant submits photos of completed work and costs documentation (paid invoices, receipts, etc.) to the City Manager for reimbursement.
10. The City of Kirby issues a check to applicant for 80% of the expenditure not to exceed \$1500.

APPLICATION AND INFORMATION

Use of funds will be focused on exterior (façade) work on storefronts and commercial buildings in the City of Kirby. Grant funds may be used for paint, awnings, canopies, doors, windows, signage and any other façade renovation project.

APPLICATION

Applications will be accepted year around depending on availability of funding.

CITY OF KIRBY FAÇADE IMPROVEMENT GRANT APPLICATION

Date: _____

Applicant Information

Applicant's Name: _____

Mailing Address: _____

Federal Tax ID Number: _____

Daytime Phone Number: _____ Cell Phone: _____

Email Address: _____

Status of applicant (please check one)

- Property owner with vacant facility
- Property owner with tenant business
- Property owner/operator of existing business on property
- Business owner/leasing tenant

Owner of property is a/an (please check one)

- Individual
- Partnership (attach copy of Partnership Agreement)
- Corporation/profit (attach copy of Articles of Incorporation)
- Corporation/non-profit (attach list of officers and directors)
- Trust (attach copy of Trust Agreement)
- Other Explain _____

Length of ownership: _____ Date purchased: _____

Property Information

Address of property to be improved:

Legal description of subject property:

Tax Assessor Parcel Number (s): _____

Year built: _____ Square footage: _____

Is this a National Register building? Yes ___ No ___

Is this a Local Landmark building? Yes ___ No ___

Name and phone number of current tenant(s), if applicable: _____

Planned use for building after improvements are made: _____

Project Description – please provide a detailed description of the proposed façade improvement project for your building:

Please submit this completed application along with the following documentation:

1. Photograph of building exterior.
2. Drawings and/or renderings accurately depicting the extent of the proposed work.
3. Brief history of the building and any previous improvement work done to the building that you are aware of.
4. What is the assessed property value?
5. Name of mortgage holder (bank)?
6. What is the balance on the mortgage?
7. Do you own any other business or real estate? If so, please list addresses?

CITY OF KIRBY FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION AGREEMENT FORM

I have met with the City Manager and I fully understand the procedures established by the City of Kirby and the Economic Development Committee and intend to use this grant for the aforementioned exterior renovation project.

I have read the Façade Improvement Grant Application guidelines and understand them fully.

I understand that, if I am granted a Façade Improvement Grant by the City of Kirby, any deviation from this agreement may result in the withdrawal of the Incentive Grant.

I understand that the Façade Improvement Grant will be administered as reimbursements once the project has been completed as agreed upon and receipts are shown for work completed and paid for.

I understand the Façade Improvement Grant will be given for 80% of the total project expense I am applying for and will not exceed \$1500 grant total per building, per property owner, per year fiscal year (October 1 – September 30).

I understand that the Façade Improvement Grant program will be administered until funds are depleted. All decisions of the City of Kirby are final.

Signature of Applicant

Date