



### Main Street District Façade Grant Program

Application and all requested attachments MUST be submitted to the Main Street Manager at City Hall, 900 Thompson Bridgeport, TX 76426

Applicant's Name: \_\_\_\_\_ Date \_\_\_\_\_

Business Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Building Owner (and contact information if different from Business owner)

\_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Building Age \_\_\_\_\_ Date of Construction \_\_\_\_\_

Type of Work: (circle all that apply and include greater detail in the application below)

- Paint
- Lighting
- Signage (The lesser of \$500 or half of the total estimated cost)
- Awnings / Canopies
- Slipcover / non-historic façade removal
- Brick repointing
- Replacing or restoring cornices
- Removing paint from brick
- Opening transom windows
- Replacing windows

*Please note – As a rule, paint grants may only be issued to those buildings that have already been painted, as painting the unpainted masonry facade of a building is not usually historically appropriate. However, each request will be considered on a case by case basis.*

## Façade Grant Guidelines

- 1) All proposed improvements must be consistent with Bridgeport Main Street Property Design Guidelines which are included in the Façade Grant application packet. The purpose of the Design Guidelines are to ensure that all façade grant funding is directed to historic preservation and, or restoration in compliance with Article 11.300, Chapter 11, Bridgeport Code of Ordinances, and Sub chapter B, Chapter 351, Texas Tax Code.
- 2) The Façade Grant application, construction quotes, and construction design renderings must be submitted to the Main Street Design Committee for recommendation and voted on by City Council.
- 3) The Façade Grant application should be submitted at least 1 month minimum before the project begins in order to be reviewed by the Main Street Design Committee and City Council. If the application is not submitted 1 month before the project begins, it must be submitted within 30 days of the completed project. In order to be considered the project must comply with the Main Street Design Guidelines. If it does not comply, the project will not be funded. It is strongly encouraged that the application be submitted prior to the beginning of the project to ensure adherence to guidelines.
- 4) After the Façade Grant application has been submitted to the Main Street Manager, a meeting will be held with the Main Street Design Committee and applicant at their property to review the application and discuss the project. When the Façade Grant application is presented to City Council, the applicant must be present at the City Council Meeting in order to answer any questions regarding the application or project.
- 5) On the application, you must provide the dates of when the contractor will begin and complete the project. The project must be completed within 6 months of receiving grant funds. If the project is delayed by weather or unforeseen circumstances, extra time may be requested and submitted to the Main Street Design Committee for approval. Grant funding for any portion of work not completed within the approved time frame shall be paid back to the City within 30 days of the grant ending period.
- 6) Items listed for proposed work must be completed by the end of the project. Do not list any items that will not be completed in the project within 6 months. If unforeseen circumstances arise during the construction phase of the project, the applicant may seek approval from the City Council to change the scope of the project.
- 7) An item or items previously awarded a façade grant are ineligible to be submitted on an application within a 5 year time period, regardless if the property owner or tenant changes. A façade grant for a sign is not subject to this limitation. For example, if a property owner is awarded a façade grant for an awning, an application may not be submitted or awarded for that awning until after 5 years of the awarded date. The only exception would be for signage, if a property owner or tenant changes within that 5 year time period and they would like to apply for a façade grant for signage that would be acceptable. The maximum amount for signage would be the lesser of \$500 or half of the total estimated cost.
- 8) No more than \$5,000 per property will be awarded within a 5 year period. For example, if a façade grant is awarded to a property for \$2,500 for a project, the property owner or tenant can apply for another \$2,500 façade grant for a different project within the 5 year time period and not exceeding \$5,000 per property. If a \$5,000 façade grant is awarded to a project, no additional applications may be funded within 5 years of the previous award.
- 9) An applicant will be awarded 50% of the grant up front and 50% of the grant at the end of the project. All receipts for work must be submitted to the Main Street Manager within 30 days of completing the project. In the event that the actual cost of work is less than the estimated, the recipient shall pay the City back the difference in the awarded amount of the grant funded.  
For example: Project Estimated Cost \$10,000  
Façade Grant Awarded \$5,000  
Actual Project Cost \$9,500  
50% of the difference between the estimated \$10,000 and actual \$9,500= \$250 reimbursement  
Example: (\$9,500 divided by 2 = \$4,750 - \$5,000 = \$250)

FACADE GRANT GUIDELINES

Total estimated cost of improvement project (including interior for reinvestment reporting purposes)

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Amount of grant allotment: \$5,000

With a 50/50 match basis

Example: Total Project Cost \$10,000

The business owner would put in \$5,000 into the project and the City would put in \$5,000

| <u>Description of Work Proposed</u>                                      | <u>Estimated Cost</u> | <u>Local Vendor</u> |
|--------------------------------------------------------------------------|-----------------------|---------------------|
| <b>(Please be detailed or include detailed estimate from contractor)</b> |                       |                     |
| Exterior Façade _____                                                    | _____                 | _____               |
| Interior _____                                                           | _____                 | _____               |
| Windows _____                                                            | _____                 | _____               |
| Roof _____                                                               | _____                 | _____               |
| Storefront and doors _____                                               | _____                 | _____               |
| Painting _____                                                           | _____                 | _____               |
| Awning _____                                                             | _____                 | _____               |
| Site work _____                                                          | _____                 | _____               |
| Signage _____                                                            | _____                 | _____               |
| Other _____                                                              | _____                 | _____               |
| <br>TOTAL COST ESTIMATE (please attach)                                  | <br>\$ _____          | _____               |
| TOTAL GRANT REQUEST                                                      | \$ _____              | _____               |

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Architect's Name \_\_\_\_\_

Contractor's Name \_\_\_\_\_

**Please submit the following information:**

1. A copy of contractor/painter/workman's bid/cost estimates and drawing of proposed work. Please include color samples of paint, signage, and/or awning style and material as well. Paint must be a historic color from one of the historic paint pallets.
2. Information on the methods and materials to be used.
3. Historic photos of your building.

**BRIDGEPORT MAIN STREET FACADE APPLICATION AGREEMENT**  
**(to be completed when application is turned in)**

I have met with the Bridgeport Main Street Manager and I fully understand the procedures established by the Bridgeport Main Street Advisory Board.

**Please initial:**

- I have received an application checklist.
- I have received a copy of the Bridgeport Main Street Design Guidelines and understand the requirements for my property.
- I understand that, by participating in any of these programs or accepting any funds, any deviation from this agreement may result in the withdrawal of funds or financial responsibility of repaying grant monies to the City of Bridgeport.
- I understand that the City Council requests that either I or a representative from my business/property attend the Council meeting when my application is being presented.
- I will comply with submitting ALL receipts to the Main Street Manager within 30 days of project completion, as listed in paragraph nine in the Façade Grant Guidelines.
  
- I certify that ALL information submitted in the Façade Grant Application is true and correct.**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Building Owner (if different)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Bridgeport Main Street Manager

**TO BE COMPLETED BY MAIN STREET DESIGN COMMITTEE:**

Received by Main Street Manager on DATE/TIME : \_\_\_\_\_  
*(Date and initial signifies that manager has confirmed that the property is in the designated Main Street district.)*

Date reviewed by Main Street Design Committee DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with suggested changes as noted:

\_\_\_\_\_ Not accepted

Date applicant notified \_\_\_\_\_

**\*\* A copy of this document noted “approved as submitted” or “approved with suggested change” will serve as proof of approval for inclusion in the Bridgeport Main Street Façade Grant .**