



## **Facade Enhancement Grant**

The Facade Enhancement Grant program is funded by the Dayton Town Council. The program is intended to incentivize property owners within the B-1 Zoning District to make improvements to the exterior of their buildings and properties to improve the aesthetic quality and historic preservation of the community.

Approved projects must be to the exterior of the property and provide an obvious benefit to the appearance of the structure. The applicant must meet all regulations and obtain all necessary permits if applicable before commencing any grant funded improvements.

The grant provides those approved applicants a 1:1 match for specific improvements approved by the grant committee. The program is reimbursable meaning the approved applicant must fund the full cost of the improvement before requesting the release of approved matching funds for associated expenses.

Please ensure applications are complete and that supporting documentation such as pictures, renderings and contractor quotes are included. The more specific and detailed your application, the better. Grant requests will be accepted throughout the fiscal year and will be reviewed at the next council meeting after submission. If funds are unavailable or the application is turned down then the application can be resubmitted at the beginning of July, if the program is funded for next year.

Enclosed you will find additional information and instruction to apply for this grant. If you have specific questions regarding the program or application please contact the Town Manager at (540) 879-2241 or [grants@daytonva.us](mailto:grants@daytonva.us).



## **Facade Enhancement Grant Summary Rules and Regulations**

The Dayton Town Council has allocated \$10,000 for the Façade Enhancement Grant for this year (2020-21). The money will be awarded to approved project applicants to aid in the exterior repair and restoration of buildings within the Town's B-1 Zoning District.

The review and recommendations of grants is completed by the Town Council's Economic and Community Development Committee (Committee). Applications are available at the Town Office, 125 B Eastview Street from 8:00 am- 4:30 pm Monday-Friday or on the Town's website [www.daytonva.us](http://www.daytonva.us).

The grant is a competitive 1:1 matching grant. The minimum amount funded will be no less than \$500 and no greater than \$5,000. Approved projects must provide matching funds equal or greater than the amount paid by the Town.

The Town of Dayton and the Committee will consider each application equally. The Town will not discriminate based on gender, race, nationality, religion, disability, sexual orientation, medical condition, veteran status, or ancestry.

### **GRANT GUIDELINES**

The following guidelines for the Facade Enhancement Grant are established; however, the Town reserves the right to amend these guidelines.

Funding for the Facade Enhancement Grant must be appropriated each fiscal year through Town Council's adoption of the annual budget. The adopted budget allocated \$10,000 towards the Facade Enhancement Grant Program.

The grant is intended to provide matching funding for expenses (materials and labor) related to the improvement of the exterior of buildings with the B-1 Zoning District. The Committee will consider the anticipated benefit to the overall appearance and public benefit resulting from the proposed project when considering various applications. The award of the grant requires a majority vote of the Committee. Grant funds will be paid out of the Town's general fund and must be expended during this fiscal year.

All approved projects must be completed and supporting documentation associated with reimbursement submitted to ensure reimbursement by the Town.

The Committee reserves the right to determine the frequency by which project reports are made on a case-by-case basis. Town Council may require reports on the project(s) at its discretion. Grant

recipients should be prepared to provide Town Staff periodic updates on the status of approved projects if requested to do so.

### **Eligible Projects:**

Grant funding shall be used for improvements to the exterior of a building that benefit the public aesthetically. Examples of eligible projects include but are not limited to:

- Exterior structural repairs that enhance the aesthetics of the structure
- Replacement of roofing, siding, windows, doors, etc.
- Awnings
- New or enhanced signage
- Painting
- Landscaping
- Exterior lighting
- Repairs to stone walls, fences, and accessory buildings

Grants shall not be used for new construction or additions to existing buildings, unless it is to renovate the structure to an original condition. Project or project costs that include improvements to the interior of a building will not be considered eligible for reimbursement.

Contracted labor expenses associated with approved grants are eligible project costs. However, labor provided by the applicant/owner (i.e. sweat equity) will not be considered as an eligible matching expense. Contractor estimate(s) should be included with the application. Applications should also include estimates for materials. Applicants are encouraged to be as specific as possible to include pictures, drawings, renderings and estimates to convey to the Committee the full scope/concept of the project.

Projects completed before authorization are not eligible to receive matching funding through this program.

No applicant shall be eligible if he/she/it has not paid applicable Town taxes or fees. If Town taxes or fees are outstanding they must be paid and cleared before any approval of funding is made. This grant does not waive the requirement to obtain proper sign, zoning, and/or building permits.

The grant is a reimbursable grant through the Town of Dayton, meaning the applicant should be able to fund the entirety of the project outright. The Town will reimburse the approved applicant once the Committee, or its duly authorized staff representative, agrees the applicant has completed the project. The Committee, or their duly authorized staff representative, must also approve copies of invoices showing payment for materials and/or labor expenses. The Town reserves the right to withhold funding for any and all projects should invoices be unavailable or in question. Reimbursements will be made only after the grant recipient has provided sufficient copies of invoices, checks and other documents necessary to ensure completion of the project and payment to contractors, if applicable.



## **Facade Enhancement Grant Calendar**

1<sup>st</sup> week of each month

- Meeting of the Committee to review and recommend projects.

2nd Monday of every month

- Meeting of the Town Council and consideration of submitted grant applications.

June 30<sup>th</sup>

- Final day of the Town's fiscal year.

Final notes for grant applications:

- Notifications will be sent to grant recipients and will include grant agreements.
- All requests for reimbursement including supporting documentation must be submitted prior to payment being made.
- Grant applications may be submitted to Town of Dayton, 125 B Eastview Street, Dayton, VA 22821; Attn: Façade Grant, or submitted electronically to [grants@daytonva.us](mailto:grants@daytonva.us) with the subject line "Façade Grant". Grant applications must be received before the council meeting in May in order to be considered for that fiscal year. Post marked dates will not be honored.



**Facade Enhancement  
Grant Application**

**I. Applicant Information**

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

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

**II. Project Information**

Property Owner's Name: \_\_\_\_\_

Property's Phone Number: \_\_\_\_\_

Property's Address: \_\_\_\_\_

Type of Building (Business, Residential, etc.): \_\_\_\_\_

Proposed Improvements, be as specific as possible: (attach additional sheets as needed, includes any rendering of the exterior of the building after the completion of the proposed project):

Estimated time to complete project (start to completion): \_\_\_\_\_

Name and address of contractor(s), if applicable:

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Estimated total price:

(Please attach Contractor's detailed cost estimate.)

### **III. Project Significance**

Please explain the significance of the proposed project and how it would benefit the public:  
(attach additional sheets as needed)

### **IV. Required Application Documents**

- Detailed cost estimate or bid on contractor's letterhead. Include a breakdown of all anticipated expenses.
- Letter of consent from property owner if the applicant is not the owner.
- 3 or more digital photographs of the existing building's exterior. Photos must be taken within the last 6 months.

## V. Acknowledgement

I verify that the information provided in this application is accurate to the best of my knowledge. I acknowledge that I have read, understand, and will comply with the rules and requirements of the grant outlined in Town of Dayton Facade Enhancement Grant Summary Rules and Regulations. The Town of Dayton has the right to reject any and all applications without explanation. I authorize the Town of Dayton to verify any source named in this application. I understand that failure to abide by any guideline in the Town of Dayton Facade Enhancement Grant Summary can result in the dismissal of my application.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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(Office use only)

Attachments:

Contractor's cost estimate

Letter of Consent from property owner (if applicable)

Photos of property

Committee:

Approved:

Declined:

Date:

Committee Comments: