



WAKE FOREST DOWNTOWN, INC.

Façade Improvement Grant Program



ABOUT THE PROGRAM

Façade Improvement Grants (FIGs) are available to owners of buildings that are located in the Municipal Service District in Downtown Wake Forest. The purpose of the grant program is to provide financial incentives that will encourage appropriate, attractive improvements to downtown buildings. This will increase their longevity and raise property values. The grant program is administered by Wake Forest Downtown, Inc. (WFD). Grant funds are provided by the Town of Wake Forest.

The FIG program is divided into three funding levels of increasing scope:

Maintenance: Limited to *urgently needed maintenance* on buildings for items such as painting, repairs to light fixtures, doors, cornices and trim. Provides up to 50% reimbursement for hard costs, to a maximum match of \$1,000. Limited to one (1) maintenance grant per property address, per year.

Façade Rehabilitation: For contextually and historically appropriate repair, restoration or replacement of major façade elements (visible from a public street) such as masonry, storefront entrances, windows, awnings, and decorative lighting. Provides up to 50% reimbursement for hard costs, to a maximum match of \$7,500 per street-facing façade. Support is limited to a maximum of \$15,000 over three (3) years. Requires design approval from WFD's Design & Appearance Committee, the Town of Wake Forest Planning Department, and typically also the Town of Wake Forest Inspections Department. Design assistance and work specifications from qualified professionals are usually necessary.

Special Project: Primarily for economic development / recruitment. (*Examples: to encourage a specific use or occupancy in order to fill a void in the current downtown mix, or to encourage the conversion of unused second floor space into dwelling units or offices.*) Also may be used for other purposes, at the discretion of the WFD Board of Directors. Special Project grants are based on satisfactory review of the owner's business plan, project pro forma and financial strength in addition to standard FIG criteria. Provides up to 50% reimbursement of hard costs, to a maximum match

of \$7,500 per street-facing façade. Support is limited to a maximum of \$15,000 over three (3) years. Requires design approval from WFD's Design & Appearance Committee, Town of Wake Forest Planning Department, and often, Town of Wake Forest Inspections Department. Design assistance and work specifications from qualified professionals are usually necessary.

GRANT CONDITIONS

Each project shall be limited to one FIG category (grants may not be combined from two categories). Building signs are not eligible for grant support. The property owner is required to contribute a minimum of 50% of the total cost of the improvements, but this percentage may in fact be higher. Grants are subject to available funding. A grant must be approved prior to commencement of any construction work, or reimbursement may not be assured. Grants take the form of reimbursements after the fact, which means that all work covered by the grant must be completed and paid for by the owner prior to receipt of the grant. Grants are subject to fair and impartial review of the merits of the project, completeness of the application, availability of grant funds, and other factors.

GRANT PROCESS

- 1 Interested property owners must contact Wake Forest Downtown prior to starting any work. No expenses that predate the grant award shall be eligible for reimbursement.
- 2 Grant applications are reviewed as received and funding will be awarded on a first come first served basis as funding is available and approved. Application will not be reviewed until complete with necessary vendor or contractor quotes and property owner signature. Property owner must be in good standing with the Town of Wake Forest with no outstanding fines or violations to be eligible for grant funding.
- 3 Complete applicable "Architectural Review Application" at wakeforest.idtplans.com.

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- 4 The proposed improvements and methods will be required to meet certain design guidelines and to follow best practices. Design standards applicable to the respective Downtown area in the Wake Forest Unified Development Ordinance (UDO).
- 5 The applicant will be required to show evidence of approval from the above-referenced agency or agencies for the proposed improvements and methods.
- 6 WFD will present each FIG application to the Design & Appearance Committee at its regular monthly meeting.
- 7 The Design & Appearance Committee will consider the application and vote to approve, approve with added conditions, deny, or table pending receipt of more information. The committee reserves the right to require revisions, clarifications, additions, and resubmittal.
- 8 WFD will notify the applicant of the committee's action within 45 days of submission of complete application.
 - Maintenance grant approvals are made with the expectation that work will commence and be completed within 90 days (three months) after approval is granted.
 - Façade Rehabilitation and Special Project grant approvals are made with the expectation that work will commence within three months after approval is granted and that all work will be completed within 12 months (one calendar year).

If more time is needed to commence work, then prior to the expiration of the initial three months, the applicant shall request in writing a proposed time extension amendment to the application. The time extension amendment must be reviewed and approved by the committee.
- 9 Approved applicants will be required to place a Façade Improvement Grant Recipient sign on their property for a minimum of 30 days and maximum of 12 months with exact time to be determined by the Design & Appearance Committee once work commences.
- 10 When the improvements are complete, the applicant shall notify WFD and provide photo documentation of work completed, proof of expenses (including permits where required), proof of payment of all contractors and vendors, and (where applicable) evidence of acceptance of the building inspector.

SUBMITTAL CHECKLIST

What is the FIG type?

- Maintenance
- Façade Rehabilitation
- Special Project

Was the application submitted prior to the work being started?

- Yes *If yes, proceed to the next question.*
- No *If no, project is not eligible for a grant.*

Is the application complete?

- Yes *If yes, proceed to the next question.*
- No *If no, return application for more information.*

Is the building a contributing structure to the Downtown Historic District as indicated in the approved nomination document or map?

- Yes
- No *If no, skip the next question.*

If yes, will the proposed improvements comply with the US Secretary of the Interior's Standards for Rehabilitation?

- Yes *If yes, remember, WFD will require evidence of SHPO approval prior to issuing a FIG payment.*
- No *If no, attach explanation why improvements will not comply.*

Has the project been reviewed by the Town of Wake Forest Planning Department for compliance with the Unified Development Ordinance?

- Yes *If yes, attach written evidence of town staff approval.*
- No *If no, return the application for more information.*

Will the proposed improvements require a building permit?

- Yes *If yes, attach a copy of the building permit application. Remember, WFD will require evidence of Inspections Department approval prior to issuing a FIG payment.*
- No *If no, provide a confirming statement from the Inspections Department in letter or email format.*

IMPORTANT CONTACTS

Wake Forest Downtown, Inc. | 919-435-9427 | wakeforestnc.gov, search "wake forest downtown"

Town of Wake Forest Planning Department | 919-435-9510 | wakeforestnc.gov, search "planning"

Town of Wake Forest Inspections Department | 919-435-9530 | wakeforestnc.gov, search "inspections"

North Carolina State Historic Preservation Office | 919-807-6570 | hpo.ncdcr.gov

NC Main Street Program / NC Dept. of Commerce | 919-571-4900 | nccommerce.com/cd/urban-development/main-street-program

Façade Improvement Grant Application



Applicant Information

APPLICANT NAME:

BUSINESS NAME OR BUILDING NAME:

BUSINESS ADDRESS:

CITY:

STATE:

ZIP:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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EMAIL:

PHONE:

<input type="text"/>	<input type="text"/>
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TYPE OF BUSINESS:

DATE BUSINESS OPENED:

<input type="text"/>	<input type="text"/>
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PROPERTY OWNER:

OWNER'S MAILING ADDRESS:

CITY:

STATE:

ZIP:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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EMAIL:

PHONE:

<input type="text"/>	<input type="text"/>
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PROPERTY OWNER'S SIGNATURE:

DATE:

<input type="text"/>	<input type="text"/>
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PRINTED NAME:

TITLE:

<input type="text"/>	<input type="text"/>
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Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from property owner.

Project Information

PROJECTED COST OF IMPROVEMENTS:

OWNER'S FUNDING SOURCES:

<input type="text"/>	<input type="text"/>
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OFFICE USE ONLY

Application Received On:

Approved/Denied On:

Inspected On:

Paid:

DESCRIPTION OF PROJECT:

Use space below. Attach supplementary information including drawings, colors and material samples.

Certification and Signature

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I further understand that Wake Forest Downtown reserves the right to reject any or all grant applications and to waive informalities.

APPLICANT SIGNATURE:	PRINTED NAME:	DATE:
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APPLICATION APPROVED FOR \$ APPLICATION DENIED

SIGNATURE OF WFD REPRESENTATIVE:	DATE:
AMOUNT PAID:	DATE PAID:
SIGNATURE OF WFD REPRESENTATIVE:	DATE:

Submit completed application to:
 Wake Forest Downtown, Inc., P.O. Box 78, Wake Forest, NC 27588 ■ Questions? **919-435-9427**