

The Façade Incentive Grant Program is a program of the Chapel Hill Downtown Partnership and is made possible through an appropriation of the Municipal Service District funds.



For questions or to apply for the Façade Incentive Grant Program, contact the Chapel Hill Downtown Partnership

**Chapel Hill Downtown Partnership**

308 West Rosemary Street  
Suite 202  
Chapel Hill, NC 27516  
Phone: (919) 967-9440  
Fax: (919) 967-9475  
E-mail: chdowntown@bellsouth.net

**Façade Incentive Grant Program**



A Chapel Hill Downtown Partnership Program for the Municipal Service District in Chapel Hill, NC

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"Driving Downtown's Destiny"

*Enhance Your Appearance*



Before



After



Before



After

*Procedure for Receiving a Grant*

Grant applications may be submitted to Chapel Hill Downtown Partnership (CHDP) at any time. Due to funding cycles, the award of grants begins with the fiscal year beginning July 1st of each year, based on funding availability. Grants are awarded to eligible applicants until all funds are expended.

1. The property owner or business owner submits a completed grant application, photographs, drawings, plans & specifications, and contractor cost proposals to CHDP. The package must be complete in order to qualify for funding.
2. The property owner or business owner presents his/her project to the CHDP Executive Director. The applicant shall have the opportunity to discuss the project and answer any questions at that time.
3. If approved, a grant agreement will be executed between CHDP and the applicant. Construction may not begin until the project has been approved.
4. This is a reimbursable grant. Grant funds will be disbursed once the CHDP Executive Director receives copies of all invoices and copies of checks showing proof of payment, and after the project has been inspected. It takes approximately two weeks to receive the reimbursement.

# The Façade Incentive Grant Program

How can you take advantage of these funds?

## PURPOSE

The grant program was created to encourage private investment through the renovation of facades in downtown Chapel Hill; to encourage good design that will serve as quality examples; and to preserve the architectural character that is unique to Chapel Hill.

## SOURCE OF FUNDING

This program is made possible through an appropriation of the Municipal Service District funds.

## ELIGIBILITY

- Any property owner or tenant of a building located within the Downtown Chapel Hill Municipal Service District is eligible to apply for funding provided the application is reviewed **PRIOR TO CONSTRUCTION**. Any application received after construction is in progress or completed will automatically be reduced to 1/3 of the amount that the project was eligible to receive.
- Owners and tenants may request grant funds separately; however, tenants must submit the owner's written permission.
- The Downtown Partnership may deem a building eligible if:
  - At least three years have elapsed since the last grant was awarded and the property is in need of further improvement. Extenuating circumstances may include a change in property ownership or if maximum grant funds were not previously allocated.
  - The existing business/property undergoes significant expansion which requires improvement to the property (i.e. window repair in upper stories, parking lot reconfiguration, etc.)

## EXAMPLES OF ELIGIBLE PROJECTS

- \* Canvas-style awnings
- \* Paint removal from brick surfaces by chemical and water wash methods only
- \* Tuck-pointing of brick
- \* Repairing cornices
- \* Repair/replacement of windows and doors with compatible materials and design
- \* Removing false facades and other inappropriate additions
- \* Infill design and construction
- \* New business signs
- \* Reconfiguration and landscaping of parking lots

NOTE: The grant program provides funds for façade improvements. It is not just an awning grant, etc. Funds will not be provided to one component of the façade renovation projects if another component is architecturally inappropriate.

## GUIDELINES

- The Secretary of the Interior's Standards for Rehabilitation (see attached) and the Downtown Chapel Hill Design Guidelines ([www.townofchapelhill.org/documents/planning/downtown%20small%20area%20plan/downtown%20design%20guidelines.pdf](http://www.townofchapelhill.org/documents/planning/downtown%20small%20area%20plan/downtown%20design%20guidelines.pdf)) will be used as guidelines for awarding grants.
- Rehabilitation of a structure in the Municipal Service District should be considered a contemporary solution which respects the architectural and historical integrity of the entire building while retaining those elements that enhance the building.
- All rehabilitation design proposals must meet with the zoning requirements of the Town of Chapel Hill.
- Any improvements that have been made through the Façade Incentive Grant Program may not be removed for a period of five years.
- All projects must be completed within one year of the date that the grant is awarded. Any extension beyond

one year must be requested by the owner and approved by the Chapel Hill Downtown Partnership Executive Director or the funds may be rescinded.

- Façade grants may only be used to finance exterior improvements.
- The Façade Incentive Grant Program is for existing buildings only (at least five years old) and is not intended for buildings set to be demolished within five years or less.
- Upon completion, the improvements will be inspected by CHDP for determination of compliance as submitted in the application and approved by the organization.
- Any nonprofit agency that owns property in the district but does not pay MSD taxes will be eligible to apply for façade grants of 50% of the project cost, up to \$500.

## CRITERIA

Grants are awarded on a 50/50 matching basis as follows:

- A maximum grant of \$1,000 per façade
- Corner buildings may be eligible for a maximum grant of \$2,000 if two or more sides face a city street.
- Any parking lot or improvement other than a building shall receive a maximum grant of up to 50% of the project cost up to \$500.
- Signs are eligible for façade grants (once) of 50% of the project cost up to \$500. Signs that change the name of an existing business are not eligible.
- Proposals for architectural improvements, signs, landscaping and parking enhancements will be evaluated in terms of compliance with existing ordinances ([www.municode.com/resources/gateway.asp?sid=33&pid=19952](http://www.municode.com/resources/gateway.asp?sid=33&pid=19952)), innovation, context with the surrounding environments, scale, size, horticultural value, technical merit, and any other criteria that relates to the project and the impact on the visual and functional improvement to the district.
- Grant funds are for hard costs only. Soft costs: architectural costs, town fees, etc. can be included as 1/2 of the cost of the match, but are not eligible for grant funds.

## FAÇADE INCENTIVE GRANT PROGRAM APPLICATION

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

Tenant's Name & Business \_\_\_\_\_

Applicant's Name and Mailing Address \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_

Project Property Address \_\_\_\_\_

### Please attach the following with the application:

- Color photographs clearly showing the existing condition of the proposed area of improvement
- Written specifications outlining the scope of the work
- Sketch or scaled drawings showing proposed renovations
- Written plans for future improvements to the building and proposed timeframe for such work
- Samples of all paint colors and awning fabrics to be used (if applicable)
- Proposed budget and licensed contractor's cost estimates. Please provide a copy of his/her North Carolina Contractors License Number.
- Written permission from the property owner if applicable.
- Written approval from the Town of Chapel Hill Planning Department that project meets the zoning requirements.

Total Cost of improvements \$ \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

\*Incomplete applications shall be returned.