



## **MAIN STREET BOWIE DOWNTOWN IMPROVEMENT GRANT PROGRAM**

### **DETAILS AND GUIDELINES:**

The Main Street Bowie Downtown Improvement Grant is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants. Tenants must provide written consent from the property owner to be considered for a grant. Property owners must show proof of ownership to be considered. Submittal of an application does not ensure funding.

Grant Applications will be considered throughout the year on a first come first served basis until funds are depleted. No grants shall be awarded for work that has already been done or for work that is covered by insurance. All submitted work will be reviewed based on the Secretary of the Interior's Standards for Rehabilitation and approved by the Main Street Bowie Design Committee before any eligible work may commence. All cost estimates must be submitted in writing from a qualified and licensed professional. See the attached sheets for design standards.

If awarded a façade reimbursement grant, any deviation from the approved grant project may result in the total or partial withdraw of the grant. In addition, a Main Street Facade Grant Sign shall be displayed in the recipient's storefront window for a minimum of (1) month to publically publicize the grant program.

Grants will be administered as reimbursements once approved projects have been completed as agreed and detailed itemized receipts are shown for work completed.

**FAÇADE GRANTS:** Façade grants are available on a 50/50 matching basis with a cap of \$10,000. Façade grants focus on the exterior work of storefronts (visible to the public) on commercial buildings and upper story residential buildings in the downtown district. Examples of such improvements are awnings, window rehabilitation, brick repair, and exterior paint.

**SIGN GRANTS:** Sign grants are available on a 50/50 matching basis with a cap of \$500.00. Sign grants focus on signage that is appropriate for building in which it will be hung and focus on projecting signs, sign boards, pedestrian signage (which can include window signage, hanging signage, awning/canopy signage) for commercial buildings in the downtown district.

**MEGA GRANTS:** Mega Grants are available on a 50/50 matching basis with a cap of \$20,000. Mega grants focus on the exterior work of storefronts (visible to the public) as well as interior capital improvements including electrical, fire suppression systems, and other permanent interior fixtures within the downtown district. However, 33% of grant funds must be utilized for façade improvements. Mega Grants will be considered carefully and to the discretion of the Main Street Design Committee. The Main Street Design Committee must approve these applications.

**PROJECTS NOT ELIGIBLE FOR GRANT FUNDING:** The following items are not eligible for façade grant funding:

- Roofing, Plumbing, Interior non-permanent cosmetic such as paint and flooring
- Temporary Signage such as banners, etc.
- Items not part of the buildings structure such as landscaping, driveways, parking, and temporary or removable items such as furniture and appurtenances.
- New Construction Projects

## APPLICATION PROCEDURES:

1. *Determine eligibility.* Discuss project plans with the Main Street Manager and obtain a Downtown Improvement Grant Application. *Optional Resource:* Set up an appointment free assistance in selecting paint, fabrics, color schemes, and sign materials for building façade through the Texas Main Street Center's Architectural Assistance Program. Obtain an Application at the Main Street Bowie Office, 201-A Walnut St.
2. *Complete the Downtown Improvement Grant Application and sign the agreement form.* In addition, obtain itemized work estimates on all project work from qualified and/or licensed contractors and/or project architects.
3. *Submit completed application to Main Street Office.* Attach supplemental materials to the application, which shall include original itemized work estimates, color samples, drawings/renderings, and example sign material of the proposed work.
4. *Approval Process.* The approval process will include:
  - (a) All façade and mega grant projects must meet current building standards and codes, as well as building permit requirements.
  - (b) The Main Street Design Committee will only consider applications that have been properly and fully completed and which contain all of the information required within the application or as requested by the Main Street Manager.
  - (c) All construction bids must submitted by a grant applicant must be current and dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Main Street Design Committee to determine the bid components and authenticity of the bid.
  - (d) Design Committee will review applications and inform applicants of determination in writing. Work on projects must not begin before determination and/or approval by the Main Street Design Committee.
  - (e) **Applicants receiving grant approval shall commence construction within sixty (60) days from date of notification of approval. A dated letter sent to the applicant after Design Committee approval will be provided. All work must be completed and receipts submitted to the Main Street Manager within 120 days of grant approval but no later than September 1<sup>st</sup>, whichever comes first. Applicants are subject to disqualification of grant funding if these requirements are not met.** Larger construction projects may file for a deadline extension and are subject to the approval of the Main Street Design Committee and the Bowie City Council.
  - (f) As a condition of this grant application and in consideration of the opportunity to apply for a grant, the applicant consents and shall allow the Main Street Design Committee to request City of Bowie inspections to determine the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances.
  - (g) No applicant maintains a right to receive grant funds. The Main Street Design Committee shall consider any application within its discretionary authority to determine what grant amount would be in the best interest of the grant program. The review criteria may include but shall not be limited to compatible architectural design of historical downtown buildings, streetscape objectives, and the overall redevelopment of the downtown district.
  - (h) The applicant is required to obtain all City of Bowie permits required prior to the start of construction.
  - (i) No applicant or representative shall be entitled to receive grant approval on the same property within three (3) years from the date of a previous grant that was awarded.
5. *Reimbursement.* When the entire project has been completed satisfactorily reviewed, the applicant shall present the Main Street Design Committee with copies of all paid invoices, including cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.



MAIN STREET
DOWNTOWN IMPROVEMENT GRANT APPLICATION

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

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

Do you own the building? \_\_\_ Yes \_\_\_ No If no, Building Owner's Name \_\_\_\_\_

Type of Work (check all that apply)

Sign \_\_\_ Paint \_\_\_ Awning/Canopy \_\_\_

Masonry Cleaning \_\_\_ Paint Removal \_\_\_

Other (describe) \_\_\_\_\_

Planned Improvements for Façade Grant (attached additional paper if needed \_\_\_\_\_

List Contractors/Project Architects Proposals (attach original proposals)

1) \_\_\_\_\_ Amount \$ \_\_\_\_\_

2) \_\_\_\_\_ Amount \$ \_\_\_\_\_

3) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Total Cost of Proposed Building Project: \$ \_\_\_\_\_

Amount request via improvement grant: \$ \_\_\_\_\_

Required documents to be included with the application:

- 1. Drawing or sketch showing proposed exterior building improvements. Attach all color samples, awning/canopy design, sign design, etc.
2. Original proposals of proposed contractor(s).
3. Appropriate building permits (if applicable).
4. Written permission of the Building Owner or Proof of Building Ownership.

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

Date submitted to Main Street office: \_\_\_\_\_

Received by: \_\_\_\_\_

Main Street Design Consultation  Yes  No \_\_\_\_\_ Date

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

Approved as submitted       Approved with suggested changes as noted

Not approved                      Date applicant notified \_\_\_\_\_

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## **Downtown Improvement Grant Agreement Form**

I have met with the Main Street Bowie Manager, and I fully comprehend the Downtown Improvement Grant Requirements and Procedures established by the Main Street Bowie Design Committee. I intend to utilize this Downtown Grant Program for only the project mentioned in this application.

I have read the Downtown Grant Application Procedures and Guidelines and fully comprehend the Reimbursement Grant Details in that Grants will be administered as reimbursements once approved projects have been completed as agreed and detailed itemized receipts are shown for work completed. I understand that substantial work must begin on my project within 60 days and that all work must be completed and receipts submitted to the Main Street Design Committee within 120 days of approval but no later than September 1<sup>st</sup>, whichever comes first.

I comprehend that the submittal of this application in no way guarantees me a grant from Main Street Bowie. I understand that if I am awarded a Downtown Improvement Grant by Main Street Bowie, any deviation from the approved project or lack of compliance with the time frame of beginning work and completion of work set forth by the Design Committee may result in the withdraw of the Downtown Improvement Grant. If the façade is altered for any reason within one(3) years from the end of construction, I will be required to reimburse the City of Bowie immediately for the full amount of the Façade Grant.

I understand that the Main Street Bowie Design Committee reserves the right to reject any and all applications at its sole discretion and that I have read and accepted the terms of this Downtown Improvement Grant Application.

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

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

Applicant Name: \_\_\_\_\_

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

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