

Syracuse



Facade Improvement Grant Program

Grant applications will be reviewed in the order of date received. The applicant will be notified of the status of the application, with a checklist of missing or incomplete items needed. When the application is complete, the Grant Review Committee will consider it.

Questions regarding this process should be addressed to the Town Manager.

FACADE IMPROVEMENT MATCHING GRANT PROGRAM

The success of all businesses in Syracuse is vital to the commercial viability of the Town as a whole. The purpose of this Façade Improvement Matching Grant Program is to stimulate efforts to improve the street appearance of Syracuse's commercial and business facades and in doing so, help stimulate the business environment of the Town.

The Program is funded by the Town of Syracuse and will be managed by the Town of Syracuse. The Syracuse Beautification Committee will review applications and make funding recommendations to the Syracuse Town Council for approval.

The Program offers a grant amount up to a maximum of \$5,000 per applicant (dependent upon the scope of work outlined), which may be under one or more grant applications. All grants awarded require a matching dollar-for-dollar expenditure by the owner or tenant. Grants will be awarded based on a review by Beautification Committee recommendations. Applications must be submitted in their entirety, with all the necessary supporting documents attached before they will be considered for review. Applications will also be reviewed and selected based on their compatibility with the vision and goals of the Town of Syracuse Comprehensive Plan and their impact on the Town. For the fiscal year 2024, there is a total of \$15,000 available.

Eligibility Requirements

1. The property must be located in the limits of the Town of Syracuse.
2. Applicant or co-applicant must be the building owner or tenants may qualify upon written consent of the building owner.

Eligible Activities

Items include, but are not limited to, the following:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning or other treatment of exterior surfaces.
2. The addition of design elements which may have appeared on the original building or are in keeping with the building's character, e.g. awnings.
3. Repair to building exterior facades (front, rear, and side facades are eligible).
4. Masonry repairs.
5. Cleaning of building exterior.
6. Exterior painting.
7. Repairing or replacing cornices, entrances, doors, windows, decorative detail, and awnings.
8. Sign removal, repair or replacement.
9. Other repairs that may improve the aesthetic quality of the building.
10. Façade Renovation – Must involve the general upgrading of a buildings external appearance in compliance with the design Guidelines.

Ineligible Activities

Items include, but are not limited to, the following:

1. Interior improvements (except window display areas).
2. Roofing
3. Additions to existing structures.
4. Sidewalks
5. Purchase of furnishings, equipment, or other personal property, which does not become a part of the real estate.
6. Improvements completed or in progress prior to notification of approval.
7. Repair or creation of features not compatible with original architecture.

The following steps outline the Façade Grant Program process:

I. Application

The following items must be submitted before any application can be reviewed:

- a. Current photograph of property to be improved.
- b. Drawings of proposed improvements.
- c. Written description of proposed improvements, including all materials and colors.
- d. Supporting Data Checklist (attached)
- e. Preliminary estimate of costs by a licensed contractor of construction. Any work done by property owners or tenants requires an estimate from an outside source to verify that costs are within reasonable parameters.
- f. Copy of the recorded property deed.

II. Preliminary Approval

At this time, there will be an on-site inspection of the property with applicant(s) and Grant Committee to review application. After this inspection, the committee will make a preliminary decision on the status of the application.

III. Final Approval

Applicant(s) must submit final contractor itemized bid, including relevant product specifications. After this bid has been submitted, the Grant Committee will determine if the project qualifies for final approval.

No work for which a grant is sought should begin until authorized by the Grant Committee and a Grant Agreement is executed.

Grantee is responsible for obtaining any permits required to do the project. Permit fees are not included as part of the grant funding.

Once construction begins, if the Grantee decides to change the project after issuance of the executed Grant Agreement, they must contact the Grant Committee. Any unapproved changes will void the grant.

IV. Grant Payments

Disbursement for grant payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and adherence to Design Guidelines. The members of the Grant Committee will make verification of the completed work.

For more information about the Façade Grant Program or to submit a complete application, please contact:

Syracuse Town Manager, 310 N Huntington St, Syracuse, IN 46567
574-457-3348

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM
Application

Application Date: _____

Applicant/Co-applicant: _____

Owner of Business: _____

Business Name and Address: _____

Phone Number: _____

Type of façade improvement planned. Please note all that apply and attach the Supporting Data Checklist:

Signage: Removal____ New____ Altered____ Repaired____

Awning: Removal____ New____ Altered____ Repaired____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Cosmetic Alterations (moldings, windows, etc.): _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: _____

Amount Requested: _____

I hereby submit the attached plans, specification and color samples for the proposed project and understand that the Grant Committee must approve these. No work shall begin until I have received an executed Grant Agreement and Building Permit. I further understand that the project must be completed within three months or within a timeframe deemed reasonable by the Grant Committee. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five years from the date of completion.

Signature _____

Date _____

RECEIVED BY: _____ DATE: _____

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM
SUPPORTING DATA CHECKLIST

Please submit this checklist as part of your application. If certain items do not apply to your specific project, please print "N/A" in the space provided.

General:

- Application
- Current photograph of property to be improved.
- Written description of proposed improvements, including all materials and colors.
- Written permission from property owner (if applicable).
- Copy of the recorded property deed.

Signs:

- Provide a color rendering of the design chosen.
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the buildings.
- Submit a written estimate from three sign companies.

Paint:

- Provide samples of the colors chosen.
- Mark what color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit a written estimate from three paint companies.

Awnings:

- Provide information about color and style of awning chosen.
- Note where awning will be placed on the building.
- Submit three written estimates.

Major Façade Alteration:

- Provide a rendering of major changes, including paint and awning colors, where applicable.
- Submit a written estimate from three licensed contractors.

Architectural Assistance:

- Written proposal from an accredited architect.