



## Façade Improvement Grant Program Information Sheet

### Purpose:

*To provide Historic Downtown Prosser business and/or property owners with an incentive to restore building façades in keeping with a historical, integrated quality environment of the downtown core.*

Amount: The grant will be a matching grant where HDPa may award up to 75% of the total project cost not to exceed façade improvement annual budget, on an individual project basis. Projects in excess of \$5,000 will be subject to approval by the full board. The applicant will be responsible for the remaining cost.

Reimbursement: HDPa will reimburse monies for the façade project in full within thirty days of receipt of invoices.

Application Approval: HDPa design committee and Board of Directors approval required. All projects must adhere to HDPa design guidelines. Written approval is required from the property owner prior to any reimbursements and will be included with the application. City permitting must be completed prior to reimbursement.

Design Assistance: HDPa design committee is available and willing to provide assistance in project design upon application approval.

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**HDPFA Façade Improvement Grant Program Application:**

1. Name of Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Business Name: \_\_\_\_\_
4. Project Address: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. E-mail: \_\_\_\_\_
7. What is the current use of the building? Outline any historic research you have on the building. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Does the applicant own the building?: YES \_\_\_\_\_ NO \_\_\_\_\_  
If answered NO, has applicant received written approval from property owner?  
YES \_\_\_\_\_ NO \_\_\_\_\_  
**\*Please attach signed approval from property owner, if applicable.**
9. Amount of funding requested (cannot exceed \$5,000 per storefront): \_\_\_\_\_
10. Has applicant used this program before?: YES \_\_\_\_\_ NO \_\_\_\_\_  
If answered yes, please indicate \$ amount you received and description of previous project:  
\_\_\_\_\_  
\_\_\_\_\_
11. Please provide a description of the planned improvements and how you believe this will enhance the downtown core. Projects should enhance façades and fall within historic downtown buildings or utilize agricultural or western themes. (you may use additional space, if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

12. Estimated project cost (**attach estimates**): \_\_\_\_\_  
Provide cost breakdown by major categories such as signs, awnings, painting, lighting, repair, carpentry, design, tax, etc. **Attach documents.**
13. Proposed project start date: \_\_\_\_\_ End date: \_\_\_\_\_

I certify that the above information is correct to the best of my knowledge and that the requested loan will be used only for purposes described in this application. I understand it is my responsibility to obtain all necessary permits and to make sure my project meets all state and local laws and codes I certify that I will not change the proposed design unless there is written approval from HDP.

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

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



Grant Use:

1. Grants provided by this program are to be used for exterior rehabilitation to existing commercial buildings within the Washington State Main Street boundaries (see attached map.)
2. Examples of appropriate projects include:
  - a. Exterior building remodeling and improvements such as masonry repairs
  - b. Window and door replacement
  - c. Awnings
  - d. Exterior paint and trim within the approved historic palette
  - e. Ornamental rails
  - f. Hardscape
  - g. Landscaping
  - h. Historical significance designation
  - i. Signage
  - j. Exterior projects that meet the vision of Historic Downtown Prosser
3. Examples of unacceptable projects for grant program:
  - a. Funds intended for working capital
  - b. Funds intended for debt financing
  - c. Interior improvements
  - d. Equipment/inventory acquisition
  - e. Plumbing repair/improvements
  - f. HVAC repair/improvements
  - g. Parking lot resurfacing

Requirements:

1. All renovations must adhere to HDPA design guidelines.
2. Projects must improve the appearance of downtown building façades. Projects should enhance façades and fall within historic downtown buildings or utilize agriculture or western theme.
3. HDPA will reimburse monies for the façade project in full within thirty days of receipt of invoices.
4. Approved projects must be completed within 6 months after application approval, unless mutual arrangement is made with HDPA.
5. Grants will not be given to projects already completed. Projects under construction may be considered.
6. Provide multiple contracting bids.
7. Copies of city permits (if permits are required).
8. Signage must meet current City Signage code.

### Application Process:

1. Submit application to HDPA office (1230 Bennett Ave)
2. Application will be reviewed by HDPA design committee.
3. Application will be reviewed by HDPA Board of Directors.
4. Application is either approved or denied.
5. If denied, a letter will be sent with an explanation.
6. If approved, the applicant will be notified.
7. Payment, in full, shall be made on a reimbursement basis upon completion of the project.

### Post-Approval Process:

- 1.) HDPA design committee will communicate and monitor the progress of the project.
- 2.) Changes in approved work specifications must be approved through HDPA design committee. They may approve or reject the changes.
- 3.) The applicant and design committee representative will conduct a final inspection before the final payment will be made to the applicant.
- 4.) Deviation from an approved plan may disqualify the applicant from the grant program.

*\*HDPA has final approval on any and all grant-funded components of the project. HDPA has the right to reject any project and reserves the right to postpone, end or extend the project timeline at any time at the discretion of the committee and/or board.*

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## Façade Improvement Grant Program Application Checklist

Thank you for your interest in the Historic Downtown Prosser Association's (HDPa) Façade Improvement Grant Program. Please submit a **complete** application packet with the following items:

- Application form
- Current and old photos of building or site
- History of building including original date of building construction
- Building drawings or sketches illustrating proposed finished project
- Color schemes within HDPa historic palette
- Sample materials as necessary
- Budget and construction timeline
- Multiple contractor bids as necessary
- Property owner written approval as necessary
- City permit(s) if required

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