



Ashtabula Downtown Development Association Façade Improvement Program Application

The goal of the Façade Improvement Program is to enhance the appearance of Main Avenue properties, to preserve buildings, create safe street environments and re-establish pride in Downtown Ashtabula. The ADDA Façade Improvement Program is a key component in the revitalization of the downtown area.

Guidelines

Project Area

The project area is defined as Main Avenue between Lake Avenue and W. 58th St.

Eligibility

The grant applicant must be a property owner or business owner, with property owner's approval for proposed projects. The tenant must have at least three years remaining in their lease to qualify.

Projects eligible*

See list of eligible projects at the end of this application.

Requirements

The ADDA will require a match of 50% of the cost of the project. The grant and match must be used for purchase of materials and or other necessary items to fulfill the project. This grant is a reimbursement to eligible expenses. Work must be completed within six months from the date of approval. The maximum award is \$1,000 (i.e. (with the 1:1 match, this would give the grantee 2,000 for a façade improvement)

Design Approval

The applicant will be required to submit their façade improvement plan to the ADDA's Design Committee. The Committee will determine that it meets all requirements of the grant and will notify the applicant of a decision to approve or not approve. If the plan is not approved, the Committee may make recommendations as to how the application could be modified to meet requirements. If there are any code enforcement violations or

actions against the property or business, the applicant must verify that work undertaken in conjunction with the improvement plan will address any outstanding violations.

Application

1) Person/Business Owner Requesting Funding:

Company Name: _____

Contact Person: _____

Project Address: _____

Phone Number: _____

E-mail (Required): _____

You will receive an email confirmation that your grant was received.

2) Building Information:

Yes, This is a Historic Building (50 years old or older)

Year Built: _____

Is the building underutilized, vacant or in need of significant aesthetic or structural improvements? Yes No

Please describe the reasons why this building is vacant and/or underutilized: (Use additional sheets if necessary)

3) Project Type:

Exterior Structural Improvements

Painting Building Exterior

Exterior Lighting and Supporting Electrical Work

Awnings

Storefront Signage

Landscaping

Re-Pointing

Window Repair/Replacements

Other

4) Description:

Please describe in detail, on a separate sheet of paper, the façade improvements for which you seek funding.

5) Project Cost

Total cost of project: _____

Grant amount requested (Maximum of \$1,000): _____

Your matching contribution (50%): _____

6) Additional Information

Please provide in addition to your application:

- Pictures of the current project area
- A diagram or rendering of the improvements you wish to make.
- A detailed cost estimate / quotes for the work that will be completed

Are you the property owner: Yes No

If you are not the property owner you must submit a letter of approval from the property owner with the following information:

- 1) Proof that the tenant's lease is effective for at least three years from the time of application.
- 2) A statement from the owner indicating their full approval of the project.

Date of Application: ___/___/_____

Expected Project Start Date: ___/___/_____

Expected Project Completion Date: ___/___/_____

Property Owners Signature: _____

Date: ___/___/_____

Grant Applicants Signature: (only if the applicant is different front the property owner)

Date: ___/___/_____

***Eligible items:**

- Exterior Signs (installation of new or repair or replacement of legally installed and mounted signs);
- Awnings, canopies, or sunshades (installation of new or repair or replacement of fixed awnings);
- Painting or exterior surface treatment (stucco, tile, stone, or brick replacement or repair);
- Repair or replacement or restoration of façade masonry, brickwork or wood;
- Outdoor lighting (installation of new exterior lighting fixtures; repair or replacement of existing exterior lighting fixtures);
- Replacement or repair of windows;
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features;
- Entranceway modifications that improve the appearance and or access to the building;
- Restoration of historic features;
- Redesign and reconstruction of the store front.

Eligible projects must be visible from the public right-of-way. Improvements to building interiors, roofs and/or facades not visible from the public right-of-way are not considered eligible.

Ineligible Items:

Funds may not be used for improvements that are not permanent or mounted or affixed to the building or the sidewalk. Ineligible uses include but are not limited to:

- Vinyl letter signage (windows);
- Portable signs, such as sandwich board or A-frame signs; signs not mounted or attached to storefronts;
- Flags or banners;
- Benches and trash receptacles;
- Tables, chairs, or umbrellas.

Other projects will be evaluated and considered on an individual basis.

**Please mail your completed application
to the ADDA at P.O. Box 362, Ashtabula, OH 44005.**

**Deadline for applications: March 15, 2020
Decisions will be made by May 1, 2020**