



## FAÇADE IMPROVEMENT GRANT OPPORTUNITY

### TYBEE ISLAND DEVELOPMENT AUTHORITY / MAIN STREET PROGRAM

*Vision: To improve the quality of life for those that live, work and visit Tybee Island and enhance the cultural experience while preserving the community's barrier island heritage.*

#### WHY & HOW

- The purpose of the Façade Improvement Grant Program is to encourage renovation and rehabilitation of commercial structures within the City of Tybee Island. Applicants may receive assistance, through the available grants provided by the Development Authority / Main Street Program, in undertaking improvements designed to enhance the visual experience and promote pride within the community to strengthen the economy and sense of place.
- Funding for this program is limited. Therefore, merchants / commercial property owners are encouraged to apply immediately for consideration. This grant program opportunity is made possible due a private donation to the Program for Preservation / Design projects.
- The Main Street Design Committee will review all grant applications received by the 15<sup>th</sup> of each month at their meeting the following month.
- Reimbursement is only for approved expenses as submitted for improvements of building façade.
- One grant per building storefront, per 12-month period upon completion of project is allowed.

#### GRANT ELIGIBILITY

- Façade Improvement projects may include signage, landscaping, building improvements to front of business (i.e. awning, paint, trim, door).
- Grants are limited to one (1) / business or one (1) / storefront.
- Grant reimbursement is a 50% match, with a maximum of \$500. Project must be a minimum of \$1,000.
- The improvements must be in harmony with the City of Tybee Island's ordinance, building codes and Master Plan, compliment the surroundings, and add to the historic context of the area.
- Business Owner Applicant must have a current business license and have no outstanding debts to the City.
- All applicable documentation must be submitted with the application in order to be considered.

#### GRANT APPLICATION PROCESS

- Discuss project with the Dev'l Authority / Main Street Executive Director, complete and submit the application. Application consideration will **not** occur until both parties have met. Design examples and assistance are available.
- If property is 50+ years of age, the Historic Preservation Commission will be contacted for review once the building permit application is submitted to Planning and Zoning (as applicable).
- The Director will review the application and provide submitted information for consideration by the Main Street Design Committee. The Committee's recommendation will then be considered by the Dev'l Authority / Main Street Board of Directors at their next meeting.
- Staff will notify the applicant of the Board's determination in writing within 15 days of their meeting.
- Once the approved project has been completed as proposed and in compliance with the requirements, reimbursement will be made for the approved amount.
- Reimbursement is void if approved work is not completed with final inspection approved by the Building Official within twelve months of receiving grant approval.

## TYBEE ISLAND DEVELOPMENT AUTHORITY / MAIN STREET FAÇADE IMPROVEMENT GRANT: APPLICATION FORM

PLEASE PRINT LEGIBLY.

ATTACH ADDITIONAL PAGES AS NECESSARY.

This form must be submitted to the Program's Executive Director prior to the 15<sup>th</sup> of the month in order to be considered at the Main Street Design Committee meeting the following month. The application and checklist (below) must be complete in order to be considered for grant funding.

APPLICANT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 BUSINESS NAME: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_ PROPERTY OWNER\*: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROJECT:

COST:

\_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Total Project Cost: \$ \_\_\_\_\_

Estimated Project End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reimbursement Funds Requested: \$ \_\_\_\_\_

- (Note: To receive reimbursement, project must be completed as described. All expenditures must be documented. Upon project completion, submit invoices and cancelled checks along with the final expense total, a copy of the Building Permit and a digital after photo.)

**CHECKLIST OF ATTACHED INFORMATION FOR APPLICATION:**

Project plans with specifications \_\_\_\_\_ Design details \_\_\_\_\_

Current photograph of property \_\_\_\_\_ HPC Signature Page (if applicable) \_\_\_\_\_

Approved Building Permit \_\_\_\_\_

\*Letter of project approval from property owner (if applicable) \_\_\_\_\_

*By signing below, I agree that all information provided is to be considered by the Main Street Design Committee for recommendation to the Dev'l Authority / Main Street Board of Directors. I understand that the Tybee Island Main Street Façade Improvement Grant must be used for the project described in this application and that the project must be fully completed and approved before reimbursement will be provided. I agree that any unauthorized or unapproved changes to the project submitted will cause my application / reimbursement to be voided.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_