



Town of Boonsboro Façade Matching Grant Program

Requirements

- Applicant must be property owner
- Property must be located within Sustainable Community Designated area
- Project must remain for minimum of 2 years or be subject to returning grant funds
- Project will only cover street facing portions of the building
- Project must be for the exterior of the building

Preference may be given to the following situations:

- Buildings that will keep or restore the historical integrity of a building
- Front façade projects over other parts of the building that are street facing
- Renovation projects are prioritized over new construction
- Privately owned buildings over those owned by public agencies

Project Examples

- Exterior painting
- Removing inappropriate or incompatible exterior finishes/materials
- Restoring exterior finishes and materials
- Recessing/reconfiguring of existing doors and entrances
- Signage (new, repairing, replacing, and removing)
- Awnings; new, repairs or replacement of existing
- Sidewalks for street facing portions of the building

Ineligible Expenses Include:

- Expenses incurred prior to award letter approval will not qualify
- Improvements other than that outlined in the award letter
- Work completed on the interior of the property
- Work done on non-street facing sides of the building
- Elements that are considered temporary, such as landscaping
- Work completed with materials not approved in the scope of the work, examples include non-historic elements like composite wood

Façade Improvement Matching grants may be awarded for up to 50% of a project's total costs (with the maximum award amount not exceeding \$3,000) and are dependent upon the availability of awarded funds to the Town of Boonsboro through the Community Legacy Grant issued by the Maryland Department of Housing & Community Development, more information about the Community Legacy program can be found here:

dhcd.maryland.gov/Communities/Pages/programs/CL.aspx

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Grant Application Process

1. Applicants must own the property and it must be located within the Sustainable Community designated area, not all parts of the town are eligible. Property owners may use the [Neighborhood Revitalization Mapper](#) to confirm their eligibility.

2. A completed application packet must be submitted via email to the Town Grant Writer.

Application packet must include:

- Grant Application
- Photos of the Building/Site
- Budget of project
- Description of work to be completed, including materials that will be used on the project

Completed applications are accepted in the order received using the email timestamp to confirm submission date. Applications are prioritized in the order received. Incomplete applications will be returned to the property owner with an explanation of items missing. The property owner will then have the option to resubmit the application and the application will be placed in queue based upon when the completed application is received.

3. Once the completed application packet is received, the Town Grant Writer will review and then submit it to Planning/Zoning for review at their next scheduled meeting. Planning/Zoning will review for compliance with town zoning regulations. Planning/Zoning may make change recommendations based on town zoning regulations and will confirm any required permits that must be obtained before the project starts.

4. Once Planning/Zoning completes their review, the application is then submitted to the Department of Housing & Community Development and the Maryland Historical Trust for review and approval. The review process by both DHCD (Department of Housing and Community Development) and MHT (Maryland Historical Trust) may take up to 60 days (about 2 months), **no work may begin until official approval has been received from all review parties.**

5. Applicants will be contacted by the Town Grant Writer to advise them of the project's decision and if funding will be awarded to them. Award letters will be communicated via email to the applicant. Only the scope of work listed in the final approval letter will be covered under the grant; any changes or amendments to the approved scope of work must be resubmitted and cannot be completed until a new approval is received.

6. Projects must be started within three months that the approval letter is issued and completed within six months. Any delays that could impact the timeline should be communicated to the Town Grant Writer as soon as possible. Failure to communicate delays could result in the funding being rescinded.

7. This grant is a reimbursement grant, once the project has been completed, a financial report showing proof of expenses and photos of the completed project will be submitted to the Town Grant Writer via email by the property owner. Documentation will be submitted to DHCD for reimbursement by the Town Grant Writer and once approved the funds will be sent to the Town of Boonsboro for payment to be issued to the property owner. The reimbursement process may take up to 90 days (about 3 months) from date of submission. Property owners should plan accordingly and

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understand they are responsible for expenses that can occur during the project and will be reimbursed once the project is completed for the award amount. Property Owners will be responsible for any late fees from contractors while awaiting reimbursement funds to be issued. The reimbursement amount cannot exceed the awarded amount, but it can be reduced based on the financial report if the project comes in under budget.

Examples for the financial report can include receipts, canceled checks, paid invoices, contractor's sworn statements, subcontractor's waivers of lien, etc. Reimbursements will be based on actual project expenses and cannot include "in-kind" labor or donated materials.

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General Conditions

1. I, the applicant, have received and understand the Façade Improvement Matching Grant Program for the Town of Boonsboro and understand the criteria for approval of my application.
2. I further understand and agree that this is a "GRANT PROGRAM" and that this is not a guarantee of acceptance for funding. I further understand that the process for acceptance is in three (3) stages.
3. I further understand and agree that this is a "GRANT PROGRAM" and that if rejection occurs, it does not become a debatable issue.
4. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
5. It is expressly understood and agreed that work completed prior to receiving the award letter approval may be ineligible for funding.
6. It is expressly understood and agreed that the applicant will not seek to hold the Town of Boonsboro, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss related in any way to the Façade Improvement Program.
7. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.
8. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping, and shoveling in front of the property. There shall be no material changes to or adding to the façade, front, or awning of such building without approval of the Planning/Zoning Committee and the Town of Boonsboro for a period of 2 years following the completion of the project.
9. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two (2) years.
10. The applicant authorizes Town of Boonsboro to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in future materials and press releases.

Signature of Applicant _____ Date _____

Print Name of Applicant _____

Address of Property _____

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General and Background Information

Name of Applicant: _____

Mailing Address: _____

Telephone (Home): _____ Work): _____

Address of Project: _____

Current Use of Building: _____

Will this project change the zoning of the building? _____

Description of Project: _____

Estimated Project Costs: _____

Estimated date to start work: _____

Estimated completion date: _____

With application please submit detailed plans, estimates, any other supporting documentation, and photos of the current property indicating the work to be completed.

By his or her signature below, the applicant acknowledges his understanding that all local and state building codes and laws will apply.

I, the applicant, have read and understand the Town of Boonsboro Façade Improvement Matching Grant Program and agree to abide by the conditions as set forth in this Program. I hereby affirm that all information included on this form is true and accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Printed Name _____