



**BELLMEAD ECONOMIC  
DEVELOPMENT CORPORATION  
FACADE IMPROVEMENT GRANT PROGRAM**

**JULY, 2020**

**Guidelines and Application Packet**

# FACADEIMPROVEMENT GRANT PROGRAM APPLICATION

## Application Instructions

**If you have any questions, please contact the City Manager's Office at 254-799-2436 Ext. 6101.**

*The Facade Improvement Grant Program is established to encourage quality exterior rehabilitation. The attached Application and Agreement should be submitted with support documents to the City Manager's Office for review by staff. The City Manager's Office is located at 3015 Bellmead Dr., Bellmead, Texas.*

The City of Bellmead Facade Improvement Grant Program is established as a single payment reimbursement to property owners per building/business, and in some situations, tenants. **Facade grants are available on a 50/50 matching basis with a cap of \$10,000 per façade adjacent to a public street or alley, with a maximum two facades eligible for a grant. A building on Bellmead Dr. or Loop 340 with two street facing facades is eligible for a maximum grant of \$20,000.** Facade Grant funds focus on exterior work (visible to the traveling public) on storefronts, commercial buildings and commercial residential buildings as outlined on those two streets.

The attached Grant Application and Agreement must be submitted with requested support documents to the City Manager's Office for review prior to any work being initiated.

### I. Grant Application Process

1. **Determine Eligibility:** Discuss plans with the Bellmead Economic Development Corporation. The Secretary of the Interior's Standards for Rehabilitation should be a reference guide when making any design improvements to properties in the City of Bellmead.
2. **Complete the Facade Improvement Grant Program Application and (attached) Agreement with copy of cost estimates.**

3. Submit photos and any project plans of building facade to be improved.
4. The approval process will include the following elements:
  - a) All facade grant projects must meet current building standards and codes, as well as building permit requirements.
  - b) All applicants are required to present their grant reimbursement project to the Building Official for review.
  - c) Notwithstanding anything stated in this Application to the contrary, final approval for any Grant shall be vested in the City Council, at its sole discretion.
  - d) The City Council will receive recommendations from the Building Official which will review each Application. Recommendations from the Building Department shall be advisory only. No recommendation shall be binding on the City Council.
  - e) The Building Official shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by city staff or City Council.
  - f) All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number and shall itemize the bid in a manner that allows the City staff to determine the bid components and authenticity of the bid.
  - g) An Applicant who submits an Application that was denied by the City Council shall not be eligible to re-submit a Grant Application for six (6) months from the date the prior Application was denied.
  - h) As a condition of this Grant Application and in consideration of the opportunity to apply for a grant, the Applicant consents and shall allow City inspections to determine that the grant, if awarded, shall not be used for construction to any building that is not in compliance with the City Municipal Codes and Ordinances which are applicable to the construction contemplated in the application.
  - i) The Applicant, by submission of this Application, represents the construction, described within the Application, shall be used in a building, which is in compliance with all codes and ordinances.
  - j) The City Council shall have sole discretion in awarding Grants. The City Council's determination shall be deemed the final action regarding the Application. The Bellmead Economic Development Corporation shall recommend Grant awards taking into consideration the Grant amount

requested, Grant funds available, the Grant program objectives, condition of the building in which the Grant funds will be used, effectiveness of the construction, other Grant requests, the type and nature of the construction, and the proposed construction results considering the Grant program.

- k) No Applicant has a proprietary right to receive Grant funds. The Bellmead Economic Development Corporation shall consider any Application within its discretionary authority to determine what Grant amount would be in the best interest of the Grant Program. The review criteria may include, but shall not be limited to, compatibility with existing downtown structures, architectural design, streetscape objectives, and overall redevelopment of the City of Bellmead.
- l) The Applicant shall be required to furnish photographs of the building's exterior as part of the Application request and after the construction is completed, as a condition of final Grant reimbursement.
- m) No Applicant, nor Applicant's agent, representative or tenant shall be entitled to receive Grant approval on the same property if requested within three (3) years from the date a previous Grant was awarded by the City of Bellmead.

## **II. Grant Guidelines:**

- a) Applications will be considered in the order in which they are received based on availability of funds. If numerous Grant requests are received simultaneously, priority will be given to the qualified application that proposes the largest match. No Grants will be awarded for work that has already been initiated or completed.
- b) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a Grant is awarded.
- c) Applicants receiving approval by the Bellmead Economic Development Corporation shall commence construction described within the Application within sixty (60) days from the date the Grant is awarded by the City of Bellmead. All Applicants must complete the construction described in the Application within one (1) year from the date the Grant is approved by the City Council. If the Applicant is unable to commence construction within sixty (60) days from the date the Grant is approved or complete construction within one (1) year from the date the Grant is approved, the Applicant can submit a written request to City Council for an extension for the commencement.
- d) Grant recipients will agree to maintain improvements, essentially in the condition approved, for a period of time to be determined with consideration given to the total investment, the amount of Grant funds

approved, and the relative value of the project. Grant funds must be replaced if the terms of the grant are not satisfied.

- e) Subsequent funding will be determined by annual budget allocations.
- f) Matching funds will be provided for each project at a 1:1 dollar match with a maximum grant of \$10,000. A building located at Bellmead Dr., Loop 340 and Old Dallas Hwy with two street facing facades is eligible for a maximum grant of \$20,000. All work must be permanent improvements to the exterior to include signage.
- g) Only commercial buildings within the three streets are eligible. No Grants will be awarded for residential properties with exceptions being made for hotels, motels, bed and breakfast facilities, multi-family dwellings, and loft housing.
- h) All design plans (e.g. paint, color, sign size and proposed placement) must be approved by the Bellmead Economic Development Corporation prior to receiving funds. Only those projects which meet appropriate design standards can be funded.
- i) Grants for painting will only be issued for facades that have been previously painted.
- j) Grants will be administered as reimbursements once projects have been completed as agreed upon and receipts are shown for work completed (after insurance claims).
- k) Building or business owners must apply for the Grant before restoration or renovation work has begun. No Grants will be awarded for work that had already been initiated.

### III. Reimbursement

When the entire Grant project has been satisfactorily completed and reviewed, the applicant shall present the City of Bellmead with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

### IV. Appeal Process

The City of Bellmead City Council determination shall be deemed final action regarding the application.

Building Official  
Date: \_\_\_\_\_  
Recommended \_\_\_\_\_  
Rejected \_\_\_\_\_

## FACADEIMPROVEMENT GRANT PROGRAM APPLICATION

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Details of Planned Improvements (attach additional paper if necessary).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you are using a contractor (not required), please list the names of contractors from whom you have received proposals (list in order of preference):**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

*Bids shall be submitted on the contractor's letterhead and shall contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows city staff to determine the authenticity of the bid. If you are doing the work yourself, please have costs or bids prepared for materials and labor.*

**Total cost of improvement project:** \$ \_\_\_\_\_

**Amount of Grant requested:** \$ \_\_\_\_\_

**Amount to be paid by the applicant:** \$ \_\_\_\_\_

**Anticipated completion date:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**

**FACADE IMPROVEMENT GRANT  
PROGRAM AGREEMENT**

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I have met with the Bellmead Economic Development Corporation, and I fully understand the Facade & Sign Reimbursement Grant Procedures and Details established by the Bellmead City Council attached as Exhibit A.

I intend to use this Grant program for the aforementioned renovation projects to forward the efforts of the Bellmead revitalization program.

I have read the Facade Grant Application Procedures and Guidelines.

I understand that, if I am awarded a Facade Improvement Incentive Grant by the City of Bellmead, any deviation from the approved project may result in the partial or total withdrawal of the Facade Improvement Grant. Upon completion, the facade must be maintained for a period of 3 years from the time of construction. If the facade is altered for any reason within 3 years of construction, I will be required to reimburse the City of Bellmead immediately for the full amount of the Facade Improvement Grant.

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*Business/Organization Name*

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*Applicant's Signature*

*Date*

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*Building Owner's Signature*

*Date*

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*Building Official Recommendation*

*Date*

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*Mayor Approval*

*Date*

*Please review the enclosed checklist to ensure all necessary materials are included.*

## **FACADE IMPROVEMENT GRANT PROGRAM CHECKLIST**

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- Meet with the Bellmead Economic District Corporation or Designee to determine eligibility and review Façade Improvement Incentive Grant Instructions.
  
- Complete the Facade Improvement Grant Application form and sign Agreement form. (Include all required attachments: contractor estimates, if applicable; photographs of building exterior and project plans.
  
- Return completed application and agreement with required attachments to the Bellmead Economic Development Corporation for inclusion in next Bellmead Economic District Corporation and City Council agenda.
  
- Once approved, facade improvement work must commence within sixty (60) days of approval by the Bellmead City Council and completed within one (1) year).
  
- Obtain all applicable City permits and City approvals prior to the starting any work on the approved project.
  
- Upon completion of facade improvement project, furnish photographs of the building's exterior; copies of all paid invoices, including copies of canceled checks and/or credit card receipts to receive a single payment reimbursement of the approved funding.

# BELLMEAD ECONOMIC DEVELOPMENT IMPROVEMENT GRANT REIMBURSEMENT REQUEST

**Part I: Provide a detailed itemization of the work completed.**

Description of work	Vendor	Invoice #	Amount	Check #

TOTAL AMOUNT PAID: \_\_\_\_\_  
 MATCHING REQUIREMENT: \_\_\_\_\_  
 REIMBURSEMENT REQUEST: \_\_\_\_\_

**Part II: Attach copies of all invoices listed above, and proof of payment such as copies of canceled checks and/or credit card receipts.**

**Part III: Attach photographs of the project before and after work has been completed.**

Submitted by \_\_\_\_\_ Date \_\_\_\_\_