



LOCAL INCENTIVES PROGRAM

FAÇADE/SITE IMPROVEMENT GRANT

Program Guidelines & Application

ESSEX COUNTY ECONOMIC DEVELOPMENT AUTHORITY
202 South Church Lane - P.O. Box 1079
Tappahannock, VA 22560
804-238-8043
www.essex-virginia.org

Program Guidelines

PURPOSE

The Façade/Site Improvement Grant program is a 50/50 match program by the Economic Development Authority ("EDA") to incentivize tenants or property owners to improve and beautify existing business properties located in Essex County as a catalyst for economic development. **A grant of up to \$2,500 per project site is available for proposed improvements on a reimbursement basis.¹**

PRIORITIES/APPLICATION REVIEW

EDA weighs applications based on the following priorities: Impact on beautification of the property's exterior and surrounding area, potential to promote economic growth, increase in employment of Essex County residents, increase in the property's value, and financial need of applicant.

ELIGIBILITY CRITERIA.

- Property owners and tenants of existing non-residential business properties located in in Essex County.
- Grant application submitted before improvements commence.
- Proposed use of grant is for improvements that are visible from a state-maintained road.
- All necessary permits are in hand or applied for with reasonable expectation of approval.
- No outstanding code violations nor delinquent fees, taxes, liens, or similar liabilities.
- Ability to provide matching funds from applicant's funds that are not used to match other grants nor come from other grants.
- Ability to proceed with improvements on a reimbursement basis. Non-profits and persons with demonstrated need may receive advance payment or direct payment of invoices subject to certain conditions.¹
- Home businesses and home occupations are not eligible.

ELIGIBLE IMPROVEMENTS

The following exterior improvements may be proposed for consideration by the EDA for existing buildings in need of repair or refurbishment or the site where they are located. No grant funding is available for construction of an addition or a new building. Funding is also unavailable for interior improvements, mechanical systems, such as HVAC, and roofing.

- Architectural details repair or replacement, including removal of siding or other covering to restore historical elements or original façade.
- Painting.
- Sign improvement or replacement to identify business, but not for billboards.
- Awning and shutter replacements or additions.
- Window and door replacements.
- Exterior lighting replacements or additions.
- Fencing and railings – Add or replace decorative fencing or railings.
- Screening - Add or replace screening of trash bins, recycling facilities, or adjacent properties, or to define pedestrian areas or seating areas for customers.
- Landscaping and hardscapes – Replacement, renovation, or new installations.

¹. For projects approved by the EDA, non-profit organizations and persons with demonstrated need may request an advance of up to 50% of the estimated costs or direct payment of invoices received for approved improvements. Applicants receiving advances must execute a promissory note that will be canceled upon proof of the project's completion.

REQUIRED APPLICATION MATERIALS

1. Photographs of exterior (min. 2) and specific area to be improved (min. 2).
2. Drawings or renderings (or detailed description) of proposed improvements.
3. Work schedule with timeline.
4. Estimates or quotes from selected contractor(s).²
5. Verification of no zoning violations, delinquent fees nor taxes, and valid property insurance.
6. Verification of required permit(s) or whether no permit(s) are required.
7. Proof of applicant's own funds to complete project.²
8. If applicant is a tenant, property's owner must approve the proposed improvement in writing either by signing the application or by submitting a letter of consent.
9. If financial need is a factor, explain why on page 2. Non-profit organizations or businesses that demonstrate financial need may request an advance of the grant funds provided estimated costs are provided with the grant application.
10. If applicant and/or the property owner is organized as a limited liability company, stock corporation, non-profit organization, or other corporate entity, then corporate documentation must demonstrate the authority of the signing individual to execute this application on behalf of the entity.

REQUIRED TO OBTAIN REIMBURSEMENT AFTER PROJECT COMPLETION

1. Within 12 months of the grant's approval, submit invoices to the EDA detailing approved improvements with proof of applicant's payment. ²
 - Businesses with demonstrated need and non-profit organizations may alternatively request payment of invoices for completed improvements along with proof of the organization's payment of at least 50% of the cost of the approved improvements, or request an advance by executing a promissory note for the amount of the advance that will be forgiven upon proof of completion of the approved improvements.
2. Post-improvement photographs (min 2).
3. If required by Essex County and/or Town of Tappahannock, copies of construction, zoning and occupancy permits.
4. Statement of attestation from grant recipient that there are no zoning violations, delinquent fees, taxes, nor mechanics liens.

² Information to remain confidential.

Completed applications and reimbursement requests, along with all supporting materials, shall be sent to:

*Essex County Economic Development Authority
P.O. Box 1079
Tappahannock, VA 22560-1079*

Applicants who submit completed applications will be asked to explain their grant request at an upcoming meeting of the EDA – typically the first Thursday of the month at 9:00 AM.

Application

All business owners must sign this application form. If the applicant is a tenant, the property owner must sign where indicated below to consent to the application and the proposed improvements. If the property or business is owned by a legal entity, organization, or corporation, the applicant must supply corporate legal documents authorizing signer.

Applicant’s Legal Name:

Applicant’s DBA Name:

Property Owner’s Name (if different than application):

Contact Person for Application:

Contact’s Title:

Contact Information – Mailing Address:

Contact Information - Phone:

Contact Information - Email:

Number of Employees Currently:

Number of Employees After Improvements:

Physical Address of Subject Property:

Tax Map Parcel Identification:

Area: **Town** **LaGrange Industrial Park** **Other:** _____

On behalf of the applicant, the undersigned attests that the applicant has met all eligibility criteria required for the grant. The undersigned has read and understands the program guidelines and application for the Façade/Site Improvement Grant program and hereby binds the applicant to the terms of this application and to the Essex County Economic Development Authority’s resolution approving the grant application.

The undersigned acknowledges that i) all grant awards are at the sole discretion of the Essex County Economic Development Authority (EDA); ii) distribution of grant funds are conditioned upon fulfilling all terms of the grant’s conditions, iii) EDA may pursue all available legal remedies to enforce the agreement, and iv) if EDA discovers within two years of the grant’s distribution that applicant violated the conditions of the grant, then EDA may recover all grant funds distributed.

The undersigned acknowledges and agrees that all information furnished in connection with this application involves the use of public funds and, as such, may be made public pursuant to applicable statutes, including the Virginia Freedom of Information Act.

APPLICANT SIGNATURE

Business Name: _____

Signature

Date

Consent by property owner is attached.

Funding Requested for the Following Eligible Improvement(s):

- Architectural details repair or replacement, including removal of siding or other covering to
- Restore historical elements or original façade.
- Painting.
- Sign improvement or replacement to identify business, but not for billboards.
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- Exterior lighting replacements or additions.
- Fencing and railings – Add or replace decorative fencing or railings.
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- Landscaping and hardscapes – Replacement, renovation, or new installations.

Total Project Cost \$ _____

Eligible Improvements \$ _____

Grant Requested \$ _____

Est. Increase in Property's Value \$ _____

Est. Completion Date: _____

Project Description and How It Satisfies Grant Program's Priorities: (additional sheets may be provided)

OWNER'S CONSENT FORM

I, _____, certify that I or my business, _____, owns the property located at _____ in Essex County Virginia; that I have reviewed the application by for the Essex County Façade/Site Grant Program submitted by _____ ("the applicant") and that I fully support this application.

I further certify that the applicant holds a valid lease of _____ months through _____, 20____, and that the applicant is not in default of the lease.

Property Owner: _____

Signature: _____

Print Name: _____

Title: _____

Mailing Address: _____

Telephone: _____