

Facade (Front) Criteria

The goal of the facade grant is to stimulate investment and development of downtown properties, and to continue upgrading the appearance of downtown. Facade grants will be made to qualified projects as determined by the BID on a case by case basis. Grants are awarded to property owners and businesses within the BID boundaries only. A list of architects within the BID who may be interested in your project can be provided. Applicants may use their own designer or contractor, if preferred.

Please note: Projects will be reviewed on a case by case basis and awarded based on the annual budget.

PROJECT CRITERIA

After reviewing the grant packet, contact the BID and meet with the staff to ensure that all elements of the program are understood. Submit your completed grant application to the BID office. You will receive written approval from the BID once they have reviewed & approved the application. Once your grant is approved you may begin the work. Any deviations from the original proposal must be resubmitted to the BID for approval. After completion, paid bills for the total project must be presented to the BID. The BID will review the finished project to ensure that it conforms to the submitted plans before any grant funds will be released. Funds will be provided on a first come, first serve basis. If grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. This grant is specific for external beautification only.

A complete BID Grant Program Application will include the following:

[Download Facade Grant Application and Cost Estimate](#)

1. The Grant Program Application
2. Project description
3. Photo of the building in its current condition
4. Photos or sketches of the proposed new project. Include plans/renderings of the project. The plans must represent the project to scale, including all colors and be drawn to the level of detail that will allow full understanding of how the project will look when completed. Included with this should be a one page typed letter briefly describing the facade project.
5. Cost breakdown – A one page summary of the estimated project costs – all costs must be included, but only permanent, physical improvements and the contract labor associated with the permanent improvements count toward the final evaluation.
6. Eligibility Checklist

Project criteria and eligibility:

1. Project must be within the boundaries of the BID (a map is available upon request).
2. The building owner must be current on all property taxes in Great Falls.
3. Any tenant applying for an incentive grant must have the owner's written permission attached to the application.
4. Only permanent improvements and associated contract labor are eligible. Signage is not considered a permanent improvement.
5. Each 25 feet of building frontage is eligible and is to be treated as one unit. Each project is eligible for 20% of the projected costs at time of application or 20% of actual costs, whichever is less, up to a maximum of \$5,000 per 25 linear feet.
6. If the building is located on a corner lot, each 25 feet on the second side of the building is eligible for 20% of the projected costs at time of application or 20% of actual costs, whichever is

less, up to a maximum of \$5,000 per 25 linear feet.

7. Buildings with exposed sides and backs are also eligible for a grant. The matching formula for these projects is 20% of the projected cost at time of application or 20% of actual costs, whichever is less, up to a maximum of \$1,250 per back or side.

8. For buildings over one-story each project is eligible for 20% of the projected costs at time of application or 20% of actual costs, whichever is less, up to a maximum of \$60,000 for traditional masonry construction (buildings built before 1950) or \$40,000 for all other construction types.

9. The applicant is responsible for all costs in excess of the grant award amount.

10. Rehabilitation of structures in the BID should be considered a solution which respects the architectural integrity of the entire building retaining those elements that enhance the building. Materials used should be durable and of lasting quality and where possible the building should be restored to its historical nature.

11. All proposals must satisfy the code of requirements of the City of Great Falls.

12. Any exterior renovation proposal will be considered, however, top priority will be given to projects which make a highly visible improvement and contribution to the commercial district.

13. Each eligible facade may only obtain one grant every five years.

14. The BID may judge a property eligible for an additional grant before five years have expired if:

- The existing business undergoes a significant expansion or changes which require improvements in the facade
- A new business moves into the building and requires changes in the façade.

15. All facade grant projects must be completed within 12 months of receiving notice to proceed. The BID must approve any extension beyond 12 months.

16. With submission of receipts and final documentation applicants must submit a copy of the building permit issued by the City of Great Falls (or a copy of the receipt for the permit).

17. Applicants may apply for either the one-story façade grant option or the multi-story façade grant option; applicants would not be eligible for both.

Please note: Projects will be reviewed on a case-by-case basis and awards will be approved based on the annual budget. In addition, the BID reserves the right to offer, deny or suggest changes of the proposal requesting grants for any reasons not specifically listed in this documentation.

**GREAT FALLS BUSINESS IMPROVEMENT DISTRICT
FACADE GRANT PROGRAM APPLICATION**



This form will be used throughout the application process. Fill it out completely and return to the Great Falls Business Improvement District (BID), 318 Central Avenue, Great Falls, MT 59401. If you have any questions feel free to contact the BID office at (406)727-5430.

Business Name _____ Date _____

Business Type _____

Business Address _____

Contact Person _____

Phone _____

Please circle all that apply: business owner property owner

Property Address _____

Application is for (circle one): one-story multi-story

If one-story please provide linear footage, as follows:

Building Frontage _____ Exposed Sides (if applicable) _____

Property Owner _____

Property Owner Phone Number _____

Proposed project start date _____

Anticipated project completion date _____

Don't forget to include the following with this application:

- Project description
- Photo(s) of the building in its current condition
- Photo(s) or sketch(es) of the proposed new project
- Cost breakdown (Attached)
- Eligibility checklist

Initial here In order for any property within the BID to be eligible for any grant property taxes must be current. The BID Board reserves the right to deny any application due to incomplete information. Funds will be provided on a first come, first served basis. If Grant Funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. Grant funding may also be contingent upon the renewal of the BID in July 2019.

Signature of building owner _____ Date _____

Signature of applicant _____ Date _____

Do not fill out below this line – for office use only

Date application received in BID office _____ Parcel _____ Taxes Paid _____

Date presented to committee _____ Date voted on _____ Approved Denied

Committee Notes:

Approval Letter _____ JE _____ Grant Spreadsheet _____

The BID Board meets the 2nd Thursday of every month in the BID office, unless otherwise posted. In order to have information complete and comply with the open meetings act we need all applications completed and turned in one week prior to the Board meeting. Please refer to the timeline below:

APPLICATION DUE DATE	BID BOARD MEETING DATE
1/3/2019	1/10/2019
2/7/2019	2/14/2019
3/7/2019	3/14/2019
4/4/2019	4/11/2019
5/2/2019	5/9/2019
6/6/2019	6/13/2019
7/4/2019	7/11/2019
8/1/2019	8/8/2019
9/5/2019	9/12/2019
10/3/2019	10/10/2019
11/7/2019	11/14/2019
12/5/2019	12/12/2019

- Final deadline for Fiscal Year End 2019 grant submission is June 6, 2019

Application Process:

1. Contact the BID office for the Grant Application or download the application from the BID's website.
2. Complete the application and return it with the supporting documentation prior to the application date above.
3. If a completed application is received by the application due date the Board will approve or deny your request at the following board meeting. You are encouraged to attend to answer any questions.
4. You will receive written notification of your grant award within 7 working days of the BID Board meeting date.
5. Approved applicants will be reimbursed for the grant after completion of the project and when paid receipts are submitted to the BID, depending upon availability of funds. Copies of all city building permits need to be included at the time reimbursement is requested.

The BID Board reserves the right to deny any application due to incomplete information.

Funds will be provided on a first come, first served basis. If Grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. Grant funding may also be contingent upon the renewal of the BID in July 2019.

*All application materials must be completed and submitted to the
Great Falls Business Improvement District office at*

318 Central Avenue
Great Falls, MT 59401
PH: 406-727-5430
Fax: 406-727-5431
info@greatfallsbid.com

**Great Falls Business Improvement District
Facade Grant Program Eligibility**

“...these old buildings do not belong to us only; that they have belonged to our forefathers, and they will belong to our descendants...” –WILLIAM MORRIS-

Please answer the following questions:

Yes No
 Has the building received any other façade grants in the past five years?
Each eligible facade may only obtain one grant every five years.

Yes No
 Is the building located within the BID boundaries?
 Are the property taxes on the building current?
 Do you have sufficient funds available to complete the project without the grant?
 Have you provided certification of the project costs and the square footage of the area to be rehabilitated?
 Are the improvements permanent?
 Will the improvements respect the architectural integrity of the entire building?
 Will the project be completed within the next 12 months?

**if you answered ‘No’ to any of the above questions please explain below:

Grant Criteria:

- ✓ Applicants are eligible for either the one-story option or the multi-story option.
- ✓ Utilizing the one-story option, each 25 feet of building frontage is to be treated as one unit.
- ✓ Each unit may obtain 20% of the project cost up to a maximum of \$5,000 (utilizing the one-story option).
- ✓ If the building is located on a corner, each 25 feet on the second side of the building is eligible for an additional grant of 20% of the project costs up to a maximum of \$5,000 per unit (utilizing the one-story option).
- ✓ Buildings with an exposed side or back could be eligible for a grant of 20% of the total cost up to a maximum of \$1,250 per back or side (utilizing the one-story option).
- ✓ For multi-story buildings over one-story each project is eligible for 20% of the projected costs at time of application or 20% of actual costs, whichever is less, up to a maximum of \$60,000 for traditional masonry construction (buildings built before 1950) or \$40,000 for all other construction types.
- ✓ Each eligible façade may only obtain one grant every five years.

The BID Board reserves the right to deny any application due to incomplete information.

Funds will be provided on a first come, first served basis. If Grant funds are exhausted for the fiscal year payment of your grant may be postponed until the funds are available. Grant funding may also be contingent upon the renewal of the BID in July 2019.

CONSTRUCTION COST STATEMENT

<u>Name</u>	<u>General Contractor</u>
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<u>Property Address (Street, City, State, ZIP)</u>

ITEM	SWORN COST
Lot / Land Cost	
Plans / Specs / Permits	
Excavation	
Footings / Foundation	
Backfill / drainage	
Sewer / Water Connection	
Lumber (Frame/Truss)	
Labor	
Roofing	
Siding	
Brick / Masonry Exterior	
Windows	
Plumbing	
Electrical	
Insulation	
Heating / Cooling	
Drywall / Tape / Texture	
Garage / Exterior Doors	
Under-layment	
Flooring	
Painting (Interior)	
Painting (Exterior)	
Interior Doors	
Trim / Finish	
Cabinets / Counter Tops	
Finish Hardware	
Fireplace	
Flat Concrete	
Final Grade	
Landscaping	
Gutters	
Contingency	
Misc Materials	
Misc Labor	
Contractor Fee	
Other	
Other	
Other	

Contractor's Statement
 The undersigned, as contractor of the building at the address shown above deposes and says that the items mentioned include all labor and materials required to complete said building according to plans and specifications, that there are no other contracts outstanding, and that there is nothing due to any person for material, labor or other work of any kind done upon said building other than as stated. The undersigned specifically agrees to pay any unpaid bills for construction or site improvements, to remove mechanics liens should any be filed against said property for materials delivered or labor provided under the direction of the Contractor, and to pay all bills and costs, expenses and legal fees; and to indemnify the BID to bring action to remove the liens or to pay the bills.
 I anticipate construction to take _____ months.

Dated: _____

Contractor

Applicant's Statement
 The undersigned as the applicant hereby deposes and says that the foregoing items are for specific portions of the work on said property and building or material entering into the construction thereof, that there are no other contracts outstanding; and that there is nothing due or to become due to any person for material, labor or other work of any kind done upon said building other than as above stated.

Dated: _____

Applicant

Applicant