



## **City of Melissa Façade Grant Program**

### **Grant overview**

The Façade Grant Program will be providing awards for exterior improvements to buildings within the Downtown Overlay District ("DOD") of the City. Eligible improvements include store signage, lighting, awnings, windows, building fronts, entries, planters and other expenditures as accepted by the Melissa City Council. The Façade Grant Program is a reimbursement program. All awards shall be retained pending completion and inspection of the project.

Total Grant is targeted to not exceed \$15,000 with equal matching funds by applicant, although the City Council retains the right to exceed the maximum grant depending on the proposed improvements.

### **Eligibility Requirements**

Must be an existing building/non-residential site located in Melissa's DOD.

Existing residential structures converting to commercial use through the Adaptive Reuse provisions in the Downtown Overlay District are eligible for consideration.

Property must be free of city liens or delinquent property taxes.

Total Grant request is targeted to be a maximum of \$15,000 with equal matching funds by applicant.

Applicants must secure their funding for their portion of the project cost before the start of the improvements and submit documentation in writing to the City of Melissa.

Approved projects shall be underway within 90 days of contract execution and shall be complete within six (6) months of the contract date. An extension may be granted in the event of force majeure.

All projects shall be done by contractors who meet all licensing requirements and shall comply with all applicable building codes of the City of Melissa. Project owners and/or contractors shall acquire all necessary permits and pay all necessary fees.



## **Eligible Improvements**

For consideration of the grant, improvements are required to be on the exterior and visible to the public (street, parking area, or public park) without accessing the business itself. Improvements must also comply with zoning district design standards of applicable zone and all applicable state and local requirements.

Eligible improvements include (but are not limited to):

- Façade facelift: Painting, trim work, cladding
- New or enhanced attached signage and/or awnings
- Exterior lighting
- New storefronts
- Window replacement and window framing
- Permanent art including, but not limited to, sculptures and murals.
- Public gathering areas/outdoor seating area if possible

Improvements to the interior or on any façades not visible to the public (street, parking area, or public park) are not eligible for grant consideration.

Other ineligible improvements include roof repairs, new building or building additions other than exterior additions such as porches and entry features, and outdoor furnishing not permanently affixed to the site or building.

Facade grant money may not be used for upgrades/repairs toward non-conforming signs (such as pole signs).

Regular building maintenance such as power washing, window sealing, and landscape maintenance are ineligible for reimbursement independent of the associated eligible improvements above.

Grant awards may not be used on improvements addressing an outstanding code violation, unless improvement of the façade is within the scope of the project.

Grants may not be used for the refinance of existing loans, working capital, or for purchase of inventory or interior projects.



### **Application Process/Timelines**

Application will be accepted and approved by City Council until all allocated funds are distributed.

An initial period of three weeks for submission of applications will be granted before formal review of applications.

The grant recipients will be notified by the City in writing upon approval.

Work must begin within 90 days of the acceptance of the grant and should be complete or significantly under progress within 6 months of the issuance of said grant.

The City will require adherence to agreed upon design standards.

The City Council of the City of Melissa has reserved the right to sole discretion in awarding the matching grants.

Payment of grant funds shall be a reimbursement after work is satisfactorily completed to the terms of the application and grant authorization. Copies of all invoices must be submitted to receive reimbursement.

Any improvements completed under the Façade Grant program shall become permanent fixtures of the building. They may not be removed by the business owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the City of Melissa. This provision shall not apply if a future change is made to the building for the purpose of further renovation that will enhance the redevelopment of the downtown area.

### **Application Requirements**

A complete application (attached) must be received and verified by city staff before a request is submitted to the City Council for consideration. Construction on improvements prior to a completed application being submitted to the City are ineligible for reimbursement and commencement of construction prior to City Council's consideration of the grant request is at the applicant's own risk.

The grant application must include a recent price quote from either an architect or licensed contractor. This quote shall be utilized only for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the sole responsibility of the applicant, not the City of Melissa.



## **FAÇADE GRANT PROGRAM APPLICATION**

1. Name of Applicant(s):
2. Name of Business:
3. Mailing Address of Applicant:
4. Project Address:
5. Does the applicant own the building? Yes No  
*(If the answer to #5 is no, please provide a letter from the building owner declaring approval of the project.)*
6. Estimated Project Cost: \$  
  
(Attach a detailed cost breakdown supported by one or more quotes from recognized contractors or suppliers with a written description of work to be completed. Include photo of the site to be improved and a sketch or photos of planned improvements.)
7. Total Grant Request (not to exceed 50% of project cost or \$15,000) \$  
(Matching funds will be provided up to a targeted maximum of \$15,000 for applicants, per budget year, who receive grant approval of Melissa City Council after satisfactory inspection and completion of improvement as per agreement. Work must commence within 90 days after acceptance of grant and should be complete or significantly under progress within six months of issuance of said grant.)
8. Proposed project start date:
9. Proposed project completion date:
10. What is (are) the existing use(s) of the building?
11. Will the proposed project result in a change of the use of the building?  
Yes No If Yes, please explain the change



12. The following are attached to this application:
- A written description of the proposed project
  - A drawing or rendering of the proposed project
  - A detailed cost breakdown of the proposed project
  - Quotes from contractors or suppliers
  - An approval letter from the building owner

The undersigned applicant affirms that:

1. The information in the application is true and accurate.
2. The applicant has read and understands the conditions of the Façade Grant Program.
3. The City of Melissa has reserved the right in its sole discretion to reject this application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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