



## Façade, Sign or Awning Grant Application

Culpeper Renaissance, Inc. (CRI) will fund **up to 50%** of the cost for façade, sign or awning improvements for properties located within the CRI Downtown District Footprint. The maximum grant is not to exceed **\$1,000** for façade improvements, and **\$500** for sign or awning improvements, funding permitting. The grant applies to the **front facades only**. Grants will only be awarded to projects that are approved by CRI **prior to the start of work**. A written confirmation from CRI must be provided prior construction or installation. Please see the attached materials for further details.

Date: \_\_\_\_\_ Estimated Cost of Project: \_\_\_\_\_

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

Street Address of Business: \_\_\_\_\_

Mailing Address, If Different Than Address: \_\_\_\_\_

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

Proposed Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

### Statement of Understanding

1. The Applicant agrees to comply with the guidelines and procedures of the CRI Façade, Sign or Awning Improvement Grant Program and the conceptual design and outline specifications as agreed to by the Applicant and the Design Committee, as set forth herein.
2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices and contractors' final waivers of lien upon completion of the approved improvements.
3. The Applicant agrees to hold harmless Culpeper Renaissance, Inc. for any damage to the building or personal injury that occur as a result of work funded by this grant.
4. Recipients of any facade grant funds must agree to observe all applicable federal, state, and local laws pertaining to the use of grant funds.
5. The Applicant hereby acknowledges receipt of, and agrees to fully abide by, and be bound by all terms of the Culpeper Renaissance, Inc. Façade, Sign & Awning Improvement Grant Program Description and Terms of Participation, which is incorporated herein by reference.

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

\_\_\_\_\_  
Date

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property do authorize the Applicant to apply for a grant under the Façade, Sign or Awning Improvement Grant Program and undertake the approved improvements.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Describe the scope of the proposed façade, sign or awning improvements.

Please provide:

- A picture of the existing façade
- Façade plans drawn to ¼ inch scale
- Letter of approval by the Architectural Review Board (ARB)
- Elevation detailing changes to be made
- Estimated cost breakdown
- Materials specifications
- Elevation showing immediately adjacent buildings

#### Façade, Sign or Awning Grant Guidelines

Façade improvements (outside Front) that qualify for the Façade, Sign or Awning Grant Program:

- Removal of fake facades, old signs or dilapidated awnings
- Removal of window air conditioners, grills and/or signs that are historically inappropriate for the building
- Masonry cleaning and/or repair
- Historic element restoration
- Repairs to siding, windows, doors, signs, awnings, light fixtures
- Replacement of siding, window, doors, signs, awnings, light fixtures
- Painting
- Shutters, planters or other design elements
- Façade elements of second floor additions
- Installation of new signs or awnings

Rules:

- Project must adhere to all City and State codes
- Project must be in compliance with the Architectural Review Board guidelines
- Information required at time of application:
  - A picture of the existing façade
  - Façade plans drawn to ¼ inch scale
  - Letter of approval by the Architectural Review Board (ARB)
  - Elevation detailing changes to be made
  - Estimated cost breakdown
  - Materials specifications
  - Elevation showing immediately adjacent buildings
- Application form must have all required information completed
- The project must commence within 6 months of approval and be completed within 12 months to ensure timely utilization of funds
- All deadlines must be adhered to
- Approved applicants must agree to have a sign posted during the project stating that the project is funded in part by Culpeper Renaissance, Inc.

Application Process:

1. Contact CRI for Façade, Sign or Awning Grant Application at [www.culpeperdowntown.com](http://www.culpeperdowntown.com) , (540-825-4416), or [crirector@culpeperdowntown.com](mailto:crirector@culpeperdowntown.com)
2. Complete the application and return it to CRI along with the required plans and detailed information. Consult with CRI staff in preparation of the application. Applicants are encouraged to review the Architectural Review Boards Guidelines prior to project submission (available from CRI).
3. Written notification will be provided within 10 days of the CRI Design Committee decision.
4. Approved applicants will be reimbursed for the grant amount after completion of the project and when paid receipts for approved receipts are submitted to CRI. Copies of all applicable building permits need to be provided to CRI at the time reimbursement is requested.

The CRI Design Committee reserves the right to deny any application due to incomplete information or any application that is inconsistent with the Downtown Design Plan.