



## Façade, Interior, Sign and Awning Grant Program 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 **\$1,500** for façade, **\$1,500** for interior, **\$500** for signage, and **\$1,000** for awning improvements, funding permitting. 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 to 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, Interior, Sign & 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 paid 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, Interior, Sign & Awning Improvement Grant Program Description and Terms of Participation, which is incorporated herein by reference.
6. Approved applicants must agree to have a sign posted during the project stating that the project is funded in part by Culpeper Renaissance, Inc.
7. Grant recipients must agree to a photo opportunity of grant check presentation and to provide a quote to be used in various program promotional purposes by CRI.
8. The applicant understands that the CRI Design Committee reserves the right to deny any application for any reason
9. **The Applicant understands that completed applications and all required supporting documents are to be submitted to the CRI office via email only at [cridirector@culpeperdowntown.com](mailto:cridirector@culpeperdowntown.com)**

\_\_\_\_\_  
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 does 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

## CRI Façade, Interior, Sign and Awning Grant Program Terms and Guidelines

### **Please provide via email only:**

- Completed application form
- A picture of the existing façade, interior, sign, and/or awning
- Description of work to be completed
- Façade, Interior, Signage, and Awning plans and/or images of proposed work
- Letter of approval by the Architectural Review Board (ARB) if required
- Copy of Town and/or County permits if required
- Elevation detailing changes to be made
- Estimated cost breakdown
- Materials specifications
- Elevation showing immediately adjacent buildings

Façade improvements (outside front street facing) that qualify for the Façade, Interior, Sign and 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 adhered to the building, awnings, light fixtures
- Painting
- Shutters, planters adhered to the building or other design elements
- Façade elements of second floor additions
- Installation of new signs adhered to the building or awnings

Interior improvements (permanent) the qualify for the Façade, Interior, Sign and Awning Grant Program:

- Flooring repair, removal, and/or placement
- Wall repair, removal, and/or placement
- Plumbing
- Electrical
- Mold remediation
- Restoration of original architectural features
- Other building preservation needs

Rules:

- Project must adhere to all City and State codes
- Project must be in compliance with the Town of Culpeper Planning Department and Architectural Review Board (ARB) guidelines
- **Information required at time of application:**
  - ☐ Completed application form
  - ☐ A picture of the existing façade, interior, signage, and/or awning
  - ☐ Description of work to be completed
  - ☐ Façade, Interior, Signage, and Awning plans and/or images of proposed work
  - ☐ Letter of approval by the Architectural Review Board (ARB) if required
  - ☐ Copy of Town and/or County permits if required
  - ☐ 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, Interior, Sign and Awning Grant Application at [www.culpeperdowntown.com](http://www.culpeperdowntown.com) , (540-825-4416), or [cridirector@culpeperdowntown.com](mailto:cridirector@culpeperdowntown.com)
2. **Completed application and all required supporting documents are to be submitted via email only at [cridirector@culpeperdowntown.com](mailto:cridirector@culpeperdowntown.com) .** Consult with CRI staff in preparation of the application. Applicants are encouraged to review the Town of Culpeper Planning Department & Architectural Review Board Guidelines prior to project submission.
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 for any reason.**