



**DOWNTOWN WILLOUGHBY  
FACADE IMPROVEMENT MATCHING GRANT PROGRAM**

**Introduction**

The City of Willoughby recognizes that its Historic Downtown area represents a valuable resource worth preservation, renovating and revitalizing. The Downtown Willoughby Facade Improvement Matching Grant Program is intended to promote reinvestment and restoration of commercial property facades and retail spaces within the National Historic District. High importance will be given to projects that make a visual impact within the community (noticeable change in curb appeal) or bring high quality commercial businesses to the district.

**Program Guidelines**

Grants may be awarded which contribute up to fifty percent (50%) of the costs of a planned and approved (by City Administration) project, for a maximum grant not to exceed \$10,000, or whichever is less. Applications are considered in the order they are received and subject to available funding.

All work performed must comply with the City of Willoughby's building and zoning codes and with licensing and permitting requirements. Only property owners or tenants (with written permission from the property owner) are eligible to apply for the grant.

Projects will be reviewed and approved using the following criteria:

- Applicants and property owners must be current on all real estate and income taxes.
- Properties must conform with State and City code requirements. Properties shall not use grant money for regular maintenance issues, or for code violations, unless they are part of a larger approved project.
- Property owner (or tenant with written permission from property owner) shall meet with the City's Economic Development Director and Chief Building & Zoning Inspector prior to the consideration of an application for funding.
- Grant applications will be reviewed in the order they are received.
- If recommended for approval, the City and the Applicant will enter a formal written agreement specifying the maximum grant amount, scope of work to be performed, and any other terms deemed appropriate.
- Projects shall begin within three (3) months of grant approval and be completed no later than twelve (12) months after approval of the grant.
- One grant per applicant per building within a calendar year. Multiple projects will be given consideration on an individual basis, if funds allocated for the program year have not already been used.
- Grant funds will be paid directly to the party submitting the application, upon completion and inspection of the work, and proof of payment for the work. Written confirmation by the City of Willoughby Building Department and photographs of the completed project will be required as proof.
- Grant funds are subject to Federal and State taxes and are reported to the Internal Revenue Service on Form 1099. Applicant is required to provide taxpayer ID number or social security number as part of the grant agreement.

## Eligible Improvements

Projects are limited to facade improvements (visual impact from the street) or upgrades to commercial space which attracts identified types of businesses, which may include, but are not limited to, the following:

- Exterior cleaning, painting, and/or paint removal.
- Masonry or siding repair or replacement.
- Façade repair and repainting.
- Repair, replacement, or installation of additional entrances, doors, windows, architectural detail.
- New awnings or the repair of existing awnings.
- New signage or the repair of existing signage.
- Installation of landscaping, paving, fencing, and site improvements.
- Interior restoration in combination with storefront improvements.
- Most reimbursable improvements must be visible from the street (unless approved by City).

## Ineligible Expenditures

- Refinancing of existing debt.
- Inventory and equipment.
- Sweat equity (payments for applicant's own labor).
- General periodic maintenance.
- Permit fees.
- General business operations expenses (payroll, taxes, utilities, working capital, etc.).
- **ANY IMPROVEMENTS MADE PRIOR TO GRANT APPROVAL OR THOSE THE CITY DETERMINES NOT ACCEPTABLE FOR PROGRAM REIMBURSEMENT.**

## Application Process

- Meet with Economic Development Director and Chief Building and Zoning Inspector to discuss project prior to filing application.
- Complete grant application form in full. Include the necessary description of scope of work, photographs of the facade as it now appears, drawings/sketches of proposed changes, and proposed budget to the Community Development Department.
- No payment will be made to the applicant unless work begins within three (3) months and is completed within twelve (12) months of the grant approval.
- The applicant or his agent is responsible for obtaining the required permits from the City of Willoughby.
- Upon completion of the project, the applicant shall submit a summary report and copies of invoices from contractors and subcontractors (if applicable). Funds will be dispersed only after verification that the work has been completed in accordance with the contract. Proof of payment made to contractors must be submitted to the City.
- The City of Willoughby reserves the right to cancel this agreement in the event of failure to comply with the process and schedule.
- **There can be no changes to the project without prior written approval from the City of Willoughby.**
- Any project changes must be approved by the City in writing.
- The property owner and tenant shall be responsible for maintaining the façade improvements without alterations for five (5) years. A restrictive covenant or property lien may be required by the City at the time of approval of the Façade Improvement Matching Grant program.
- The City has the right to determine that the enterprise submitting the proposal is qualified by financial responsibility and business experience to fulfil the requirement of this program.



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**Application**

Applicant \_\_\_\_\_ Primary Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Owner \_\_\_\_\_ Primary Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Address \_\_\_\_\_

Estimated Total Cost of Improvements \_\_\_\_\_

Estimated Time of Completion \_\_\_\_\_

**Please attach a brief description of the scope of improvements, a photograph of the facade as it now appears, drawings/sketches of proposed changes and a proposed itemized budget (list of expenses must include cost of materials and labor).**

**Property Owner Authorization/Certification**

I have reviewed/prepared this completed application and consent to its filing. The information provided is accurate to the best of my knowledge. Upon approval, I agree to be bound by the requirements and guidelines as outlined therein.

I hereby certify that I have title to said property. I hereby appoint (if applicable) \_\_\_\_\_ as authorized agent for this application.

I acknowledge and understand that approval for the receipt of matching funds in no way creates liability of any kind whatsoever on behalf of the City of Willoughby and agree to indemnify and hold the City of Willoughby harmless from any and all liability.

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

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if applicant is tenant)