



2017 Façade Improvement Grant Application

Project Request Process

Applicants must submit the application packet and all supporting documentation to London Downtown by August 31st 2017 at 4pm.

Late requests will not be accepted and application packet must be postmarked by August 31st. Request packets that are incomplete will not be considered.

Request packets should be in a folder that secures all documents and must include:

1. Written letter of approval from the building owner in support of the project.
2. Photograph(s) of the area proposed for work.
3. Description, drawings, photographs, specific details of materials proposed. (ex. Manufacturer and color of paint, brochure depicting proposed window replacement, etc.)

Send or deliver all request packets to: Brittany Cradic, Executive Director, London Downtown, Inc., 529 South Main Street, London, KY 40741

It is strongly recommended that packets be submitted as early as possible.

Eligible Projects Process:

1. Upon approval, London Downtown will notify applicants of approval and grant amount awarded. The applicant may then proceed with London Downtown and appropriate City Council approval with improvements, pursuant to the approved project and required permits. It is the responsibility of the applicant to obtain necessary permits.
2. London Downtown and the Design Committee will monitor ongoing processes to ensure that the work is preformed according to approved request. No changes to work shall be made without consent from London Downtown and the Design Committee and where applicable, the KY Heritage Council.
3. **Project must be completed by October 31st 2017.** When complete, photographs of the completed project must be submitted to London Downtown.
4. Once all work is complete and approved by London Downtown, receipts of all expenses along with completion photographs must be submitted. This completion documentation should be done within 14 days of completion. Completion documentation that is not submitted in a timely manner is subject to forfeiture at the discretion of London Downtown.

5. Funds are awarded on a matching basis, i.e. One dollar in grants for one dollar in private monies spent toward the façade project.

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

PLEASE NOTE: All applications and supporting documentation for the 2017 Façade Grants must be received by August 31st 2017. Late applications will not be accepted.

ALL PROJECTS APPROVED FOR FAÇADE GRANTS **MUST BE COMPLETED** ACCORDING TO THE SUBMITTED APPLICATION BY OCTOBER 31ST 2017.

Projects approved for façade grants that are not started and completed by the above dates will forfeit the approved grant money and those funds will be redistributed and any cost incurred will be the sole responsibility of the applicant.

Signature of Applicant

Date

2017 Design Façade Improvement Grant

Brittany Cradic, Executive Director

Judith O'Bryan, Design Committee Chair

London Downtown Inc.

London Community Center

529 South Main Street, London, KY 40741

Phone: 606.862.8841 Fax: 606.878.1876