**BUILDING IMPROVEMENT
GRANT APPLICATION**

The Building Improvement Grant Program is an annual, competitive grant funded by the City of Waynesboro and administered by the Waynesboro Economic Development Authority for businesses located in the Waynesboro Enterprise Sub-zone. For complete details, refer to the [Building Improvement Grant Guidelines](https://waynesborobusiness.com/wp-content/uploads/2025/07/Building-Improvement-Grant-GUIDELINES-2025-final.pdf).

**Application Deadline: September 2, 2025, at 5 pm**

**Application for:** [ ] Façade [ ] Landscape

**Identification of Building:**

Building Name: Click or tap here to enter text.

Building Street Address: Click or tap here to enter text.

Tax Map Number: Click or tap here to enter text.

Parcel Number: Click or tap here to enter text.

Is the building located in the Enterprise Sub-zone? [ ] Yes [ ] No

**Applicant Information:**

Applicant Name:

First: Click or tap here to enter text. Last: Click or tap here to enter text.

Email: Click or tap here to enter text.
(Please note that email will be our primary method of communicating with you.)

Phone Number: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

Address Line 2: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. ZIPClick or tap here to enter text.

Do you own the building? [ ] Yes [ ] No

If you are not the property owner: I have discussed this building improvement grant application with my landlord, and they are in agreement. [ ] Yes [ ] No

*Please note that if selected for a grant, we will need written landlord approval.*

Landlord Name:

First: Click or tap here to enter text. Last: Click or tap here to enter text.

Landlord Mailing Address: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

Address Line 2: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. ZIP: Click or tap here to enter text.

Landlord Email: Click or tap here to enter text.

**Business Description:**

Name of Business: Click or tap here to enter text.

Waynesboro Business License Number: Click or tap here to enter text.

Is your business located within the city limits of Waynesboro? [ ] Yes [ ] No

Is the business address a physical location that receives customers? [ ] Yes [ ] No

Are your City of Waynesboro taxes and fees current? [ ] Yes [ ] No

When was your business established?      (mm/dd/yyyy)

How many full-time employees (including yourself) do you employ? Click or tap here to enter text.

If you were to receive this façade grant, would your number of full-time employees change, and if so, by how many? Click or tap here to enter text.

How long have you been the owner of the business? (In years) Click or tap here to enter text.

If your business is in leased space, when does the current lease expire?       (mm/dd/yyyy

What is the gross square footage of your location? Click or tap here to enter text.

How is your business organized?

What is your primary industry sector?

For reporting classification purposes only, please check all that apply:

 [ ] Women Owned

 [ ] Immigrant Owned

 [ ] Veteran Owned

 [ ] Minority Owned

**Project Description:**

What is the building currently being used for? Click or tap here to enter text.

Is there a planned different use for the building? Click or tap here to enter text.

Have you previously contacted any design professionals (architect, engineer) for any assistance with the façade? [ ] Yes [ ] No

*If yes, please provide any drawings, reports, or suggestions.*

Provide a brief description of the improvement project:

Click or tap here to enter text.

Why should we consider your application for this grant?
*This is your opportunity to be persuasive and tell us why this project is important.*

Click or tap here to enter text.
Do you have any Historic Photographs of your building? [ ] Yes [ ] No

**Façade or Landscape:**

Type of Improvement (Check all that apply):

|  |  |
| --- | --- |
| **Façade:** | **Landscape:** |
| [ ] Exterior Sign | [ ] Sidewalk/Parking Lot |
| [ ] Painting Walls or Trim | [ ] Planting of Trees |
| [ ] Electrical Features | [ ] Permanent Landscaping Features |
| [ ] Awning(s) | [ ] Moveable Landscaping Pots/Baskets |
| [ ] Other (specify)       | [ ] Other (specify)       |

What do you estimate is the total cost for your project? Click or tap here to enter text.

Please provide at least one estimate for the project as an attachment below.

**Additional Attachments Required for Façade and Landscape applications:**

To complete your application, please provide the following additional documents by the application deadline. You may attach using the upload forms below, OR email attachments to IncentiveCompliance@ci.waynesboro.va.us, OR mail/hand deliver to 301 W. Main Street, Waynesboro, VA 22980.

* Cost estimate(s) from a licensed contractor (more than one is preferred)
* Color photo of existing building
* A complete design plan, sketch, or rendering
* Sample of proposed material colors (paint chip, awning materials, etc.)
* Property owner’s written approval (if applicable)