**Building Improvement Grant Recipient Guidelines and Agreement**

Congratulations on being selected as one of the fiscal year 2026 grant recipients. Please review these guidelines, sign them, and return. If you are not the property owner, please also have your landlord sign.

Date: Click or tap here to enter text.Grant Type: Click or tap here to enter text.Grant Amount:Click or tap here to enter text.

Property Address: Click or tap here to enter text.

Tax Map: Click or tap here to enter text.

Business Owner: Click or tap here to enter text.

Property Owner (if applicable): Click or tap here to enter text.

**Overview / Reimbursement**

The program funding for these grants has been made possible with the generous support of the City of Waynesboro and is administered by the Waynesboro Economic Development Authority (EDA).

This is a reimbursable grant. Based on the agreed-upon scope of work, the Waynesboro EDA will reimburse your business up to the grant amount above.

To receive reimbursement, the business/property owner must complete the Request for Reimbursement form within 90 days of project completion, but no later than May 30, and include all required attachments, including, but not limited to: photos of the completed work, all paid invoices, and IRS W9.

* Requests must be received by the end of the month to be reviewed and approved at the next regular EDA meeting, held on the 2nd Friday of each month.
* Only complete reimbursement request forms with all attachments will be considered.
* When approved, checks will be made payable to the legal business name and mailed to the mailing address provided on the application within one week of the next EDA meeting.
* Based on IRS rules and your business type, you may receive an IRS 1099 form in January.

**Building Improvement Grants**

* Upon receipt of this executed agreement, you will be able to contract with a contractor directly.
* When the work is 100% completed, you may request reimbursement.
* The reimbursement amount is based on the final cost of improvements, not to exceed the estimate submitted with your application.
	+ Façade: Businesses are eligible for a matching grant of up to 50% of the project cost, up to a grant of $5,000. For example, if the total project cost is $10,000, the grant would be $5,000. If the project cost is $8,000, the grant would be $4,000. If the project is $20,000, the grant would be $5,000.
	+ Landscape: Businesses are eligible for a matching grant of up to 50% of the project cost, up to a grant of $4,000. For example, if the total project cost is $8,000, the grant would be $4,000. If the project cost is $4,000, the grant would be $2,000. If the project is $20,000, the grant would be $4,000.

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Business Owner Date

If applicable:

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Property Owner Date

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Stephanie Duffy, EDA Secretary / Treasurer Date