

BUILDING IMPROVEMENT GRANT GUIDELINES

Objectives

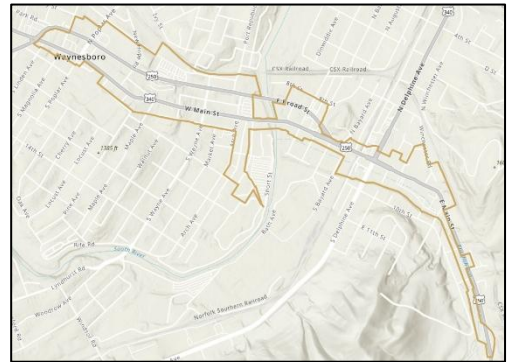
To develop a visually harmonious downtown and to encourage downtown businesses and building owners to invest in downtown buildings through a unified design development and review process. There are two programs within the grant, as further described below: Façade and Landscaping. All improvements must be pre-approved by the Economic Development Authority (EDA) with the guidance of a Design Committee. For design guidance, refer to the [Virginia Main Street Design Guide](#). The EDA has the discretion not to recommend approval of any application it feels is not appropriate, but will make every attempt to provide appropriate alternatives to the applicant.

Qualified Applicant

Any owner of Enterprise Sub-Zone property, or any tenant or prospective tenant having the building owner's written approval.

Qualified Area

The downtown area in which buildings are eligible consists of parcels within the Enterprise Sub-Zone with a special focus on the Main Street District. See map or contact the Economic Development office with questions.



Budget

This program is funded with an appropriation from City Council within the annual City of Waynesboro budget and is subject to change. The Waynesboro Economic Development Authority administers the program.

Funding

The Building Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum per program type. Projects must be completed within 90 days of project approval and reimbursement will be made based on the date of the submitted request for reimbursement form. Recipients must provide progress updates 30 and 60 days after grant award. Failure to demonstrate progress and/or complete the project within 90 days will result in forfeiture of the grant.

Application Process

Predicated on annual funding, the grant program will be announced in July of each year, with application forms available on [WaynesboroBusiness.com](#). Applications will be due in September, reviewed, and scored based on the



criteria below. Grant recipients will be notified two weeks after the grant application deadline, and projects must be completed within 90 days of notice of award.

Please note:

- Applications must be complete to be considered
- Property owners are responsible for obtaining building and/or sign permits where applicable
- Projects must be pre-approved, no retroactive projects will be considered

Scoring Criteria

Design approval will be based on the following general selection criteria:

- The visual prominence of the building and its location
- The aesthetic quality and historical accuracy of the design proposal
- The historical or architectural significance of the building
- The potential visual/functional impact of the project, with regard to the building, the block, the streetscape, and the economic development of the area
- The comprehensive approach of the design, and the long-term durability and sustainability of the improvements
- Previous grant awards/adherence to program guidelines

Multiple Elevations

If a building faces on more than one public street, improved alleyway, or other main customer access route, all improvements may be included in one grant application and may be considered for two grants. For example, if your building is on a corner, or has a front and rear entrance with both sides facing a named street, and you are painting both sides, you can request multiple grants. You may apply for both a façade and a landscape grant at the same time. However, based on the annual allocation, funds remaining in the current budget, other pending applications, and/or other circumstances, the EDA reserves the right to only reimburse for one façade facing or one landscape facing per fiscal year. Projects of this magnitude should be discussed with the Director of Economic Development and Tourism prior to submission.

Reimbursement Procedure

The grantee must submit a completed reimbursement request, including all requested attachments, to the EDA. Any unapproved changes to the project will void the grant. Reimbursement will be made within 45 days of receipt.

The grantee must complete the project within 90 days of application approval and submit a reimbursement request within one month of project completion, but no later than May 30. Upon completion and submission of receipts for reimbursement, the project may be inspected for compliance with the approved application.



Façade Program Description

The Façade Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$5,000.

Qualified Improvements: External improvement to the property façade, such as painting, including walls, windows, doors, awnings, lighting, and signage. This includes installations, significant repairs that are part of a larger improvement project, replacements, and cleaning and repointing of masonry.

Ineligible Actions: no LED signs will be approved.

Improvement Standards: All façade improvements must be done in accordance with local code. The EDA must approve any changes necessitated while the project is under construction prior to installation. **Property owners are responsible for obtaining building and/or sign permits where applicable.**

Landscaping Program Description

The Landscaping Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$4,000.

Qualified Improvements: Any external improvement to sidewalks and landscaping, including installation of new sidewalks, replacement of existing sidewalk, installation of handicap ramps, planting of trees and permanent landscaping fixtures, movable landscaping pots/baskets, and any additional amenities related to landscaping, such as landscaping boulders, grates, curbing, pavers, screening and/or irrigation. The EDA reserves the right to fund only the portion of projects that exceed the minimum development standards of the City.

Ineligible Actions: Routine maintenance; Improvements made prior to grant approval; Anything not listed above as an eligible project.

Improvement Standards: All sidewalk and landscaping improvements must be done in accordance with local code. The EDA must approve any changes necessitated while the project is under construction prior to installation. **Property owners are responsible for obtaining building and/or sign permits where applicable.** Proposed landscaping shall be native to Virginia. A means of irrigation must be provided to assure adequate plant establishment and/or plant hydration needs. As consideration of landscaping grant approval, the property owner/tenant shall be responsible for, and hereby agrees to, the maintenance and long-term care of the approved improvements.