

Façade Improvement Grant Program ("FIG") Application

Please check the eligible Façade Improvement Grant (FIG) program:

- City-Wide Grant:** The City-Wide FIG provides up to \$7,500 in dollar-for-dollar matching funds to any commercial property in Baltimore City.
- Main Streets Grant:** The Main Streets FIG provides up to \$10,000 in dollar-for-dollar matching funds to any commercial property in a designated Baltimore City Main Street.
- Industrial Grant:** The Industrial FIG provides up to \$15,000 in dollar-for-dollar matching funds to any industrially-zoned and operating businesses with a total square footage over 10,000 square feet.
- South Baltimore Gateway Industrial Grant:** The South Baltimore Gateway Industrial FIG provides up to \$25,000 to any industrially-zoned and operating business in the South Baltimore Casino Impact District. The Program provides an initial \$10,000 with no match required and an additional \$15,000 in dollar-for-dollar matching funds. This program is limited and available on a first-come, first-serve basis.

Applicant Name: _____ Business District: _____

Are you an MBE or WBE (circle one or both) *Use/Occupancy Permit # _____

*Tax ID # _____ *Business License # _____

Applicant Mailing Address: _____ Sq Ft _____

Phone: _____ Fax: _____ E-Mail: _____

Owner _____ Tenant _____ **If Tenant, Date of Lease Expiration:** _____

Address and business name for which this application applies: _____

Number of current employees? _____ Possible new jobs? _____

Describe your business and/or property. If vacant, describe plans for future occupancy and attach approved use & occupancy permit and signed Lease: _____

Describe the proposed improvements (e.g., signage, windows/doors, exterior finishes, awnings, fencing, painting, repairs, etc.), and the materials you plan to use. _____

Attach current photo of property; cost estimates (two quotes) for each portion of the proposed work, showing details of project and renderings to show what is being proposed.

*****PLEASE COMPLETE INFORMATION BOX ON THE REAR OF THIS APPLICATION PRIOR TO SUBMISSION*****

***Information required for all businesses. If you do not have a use/occupancy permit at the time of application, you must have one prior to reimbursement. Please note that proposed work may require permits and minor privilege approval which is solely your responsibility. No reimbursement will be made at anytime if the applicant/business is not in good legal standing with Federal, State and Local authorities.**

Industrial Façade Improvement Grant Information

Program Eligibility

- The FIG program is targeted to existing commercial or industrial properties and businesses city-wide.
- If you are located in a Baltimore Main Streets district, you MAY also need to submit this application to the local Design Review Committee.
- The FIG program cannot be used more than once in a one-year period for the same property. The one-year period begins at the close of the current FIG project.
- The FIG program cannot be used for new construction, acquisition, interior work, residential properties, rear facades, or on vacant properties without a signed lease agreement.
- The FIG program cannot be used for work begun prior to receiving a commitment letter from BDC.
- The FIG program cannot be used for properties that are not in compliance with applicable zoning laws and urban renewal plans, unless the FIG will bring the property into compliance.
- The FIG program will not reimburse an applicant/business which is not in good legal standing with Federal, State or local authorities.

Design Guidelines

1. The project should make a noticeable contribution to the revitalization of a business district.
2. If the business district is pedestrian-friendly, where people enjoy walking, then the project's design should be in harmony with the character of the area. If the surrounding district is not pedestrian-friendly, then the project should begin to transform the area. Signs, awnings, ground floor windows and doors, lighting, and other decorative elements should be designed to appeal to pedestrians.
3. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project. Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary, the new materials should match the materials being replaced in design, color, texture, and other visual qualities.
4. Contemporary design for alterations to existing properties is acceptable if such alterations do not destroy significant historical, architectural, and cultural materials of the building and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

Permitting and Code Requirements: Contractors must secure required building permits and minor privilege permits and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be properly registered, licensed, insured, and pass a debarment check as required by law.

Timeframe: Construction must be completed within 90 days of award letter, unless otherwise approved in writing by the FIG committee.

Extension Request: The Grant Administrator MUST receive all extension requests in writing, at least 1 week prior to the project expiration date. Approval of extension requests will be mailed.

Change in Project Proposal: The committee MUST approve all changes made to the scope of work originally agreed upon prior to work being done. Approval of changes does not alter the original amount of the grant.

Maintenance of Improvements: As part of the grant acceptance process, the applicant agrees to maintain all improvements made per the approved plans in their finished state.

Applicant Signature: _____ Date: _____

Name (Print): _____

Owner, if other than applicant: I hereby certify that I am the owner of this building/land on which the proposed FIG project is situated, and that the foregoing applicant, in filing a FIG application for approval by the FIG Committee, is acting with my knowledge and consent.

Owner Signature: _____ Date: _____

Name (Print): _____

(Please submit application with a \$25 application fee made payable to: **Baltimore Development Corporation**)