

2020 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 matching funds reimbursement to any commercial property in Baltimore City.
- Main Streets Grant:** The Main Streets FIG provides up to \$10,000 in matching funds reimbursement to any commercial property in a [designated Baltimore City Main Street](#).
- Industrial Grant:** The Industrial FIG provides up to \$15,000 in matching funds reimbursement to any industrially-zoned and operating businesses with a total square footage over 10,000 square feet.

The Façade Improvement Grant (FIG) Program is a reimbursement-based grant program. Applicant must contract for, complete, and pay for improvements for the entire project. Grant funds will be reimbursed to Applicant following proof of completion and payment.

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: _____

Employees: Full Time _____ Part Time _____ Estimated New Jobs: Full Time _____ Part Time _____

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 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 any time if the applicant/business is not in good legal standing with Federal, State and Local authorities. Upon completion of project, applicants agree to allow BDC install a window decal promoting BDC’s involvement in the project, and to photograph and publicize the project in web or print media.**

2020 Façade Improvement Grant Information

Program Eligibility

- The FIG program is targeted to existing commercial or industrial properties and businesses city-wide.
- Projects in a Main Streets district MAY need to submit this application to the local Design Review Committee.
- 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.
- Applicants/Businesses that are not in good legal standing with Federal, State or local authorities are not eligible.

Design Guidelines

1. The project should make a noticeable contribution to the revitalization of a business district. Grant funds may not be used to fund deferred maintenance on the property including repairs or replacement of deteriorating features, unless such work is part of a larger improvement project.
2. Projects should prioritize street-level improvements with emphasis given to signs, awnings, painting, ground floor windows and doors, lighting, or other decorative elements. Secondary improvements may include masonry work, cornices and upper floor work, but only in combination with ground-floor improvements.
3. If the business district is pedestrian-friendly 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 prioritize improvements designed to appeal to pedestrians to begin to transform the area.
4. 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.
5. 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: Do not begin work prior to Grant Approval. Construction must be completed within 90 days of award letter, unless otherwise approved in writing. Any work done prior to grant approval will not be eligible for reimbursement.

Extension Request: BDC 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: BDC 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 BDC, 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**
36 S Charles St., Suite 2100, Baltimore, MD 21201)

Application Submission Checklist
(For Applicant Use)

- All Fields of Application Complete
- Application Signed
- \$25 Application Fee Enclosed (payable to Baltimore Development Corporation)
- W-9 of Applicant
- Two "Before" Pictures of Property
- Conceptual Drawings or Plans of Proposed Work
- Two (2) Contractor quotes for any/all work to be performed

Please mail completed application package to:

Baltimore Development Corporation 36 S Charles St., Suite 2100, Baltimore, MD 21201

NOTE ON CONTRACTOR QUOTES:

Each aspect of the project must have two separate quotes from licensed contractors that are in good standing with the State of Maryland. However, it is not required that the applicant find a single company that is capable of performing all aspects of the job.

For example: a project may include Painting, Exterior Lighting and a new Storefront Window.

The applicant could get quotes from two contractors capable of handling all of the work OR
The applicant could get two quotes for Painting; two quotes for lighting etc.

The final Grant reimbursement amount will be based on the lowest bids for each component of the project.

Applicants in a Baltimore City Main Street District

All applications must be submitted through the Main Street Manager for the following Main Streets:

- Belair-Edison Main Street
- Fell's Point Main Street
- Hamilton-Lauraville Main Street
- Highlandtown Main Street
- Historic Federal Hill Main Street
- Pennsylvania Avenue Main Street
- Pigtown Main Street
- Waverly Main Street

See <https://mwbd.baltimorecity.gov/baltimore-main-streets> for details.

Applicants in a Baltimore City Historic District (CHAP)

Applicants will need to receive an Approval to Proceed from CHAP before starting work. It is not necessary to obtain the approval prior to submitting an application, as the scope of work for the project may change pending BDC's review and approval of this grant.

See <https://chap.baltimorecity.gov/historic-districts/maps> for a list of Historic Districts in Baltimore City