

Downtown Stoneville Façade Improvement Grant
Administered by the Downtown Stoneville Core Working Group (DSCWG)
Stoneville, NC
July 1, 2019 – June 30, 2020

Purpose: To provide property owners and lessees an economic incentive to undertake thoughtful façade improvements in downtown Stoneville. The grants will encourage projects that respect the architectural integrity and unique historic character of the building.

Eligibility: For any owner or tenant of a building located within the Stoneville Downtown District (SDD), who intends to retain ownership or occupancy for a minimum of two years. The SDD is defined by the following roads and boundaries. SDD extends north and south on Henry Street from Golden Eagle Drive to the north side of 200–A North Henry Street. SDD extends east and west on Main Street (Hwy 770) from the east side of 101 West Main Street to the east side of 200 East Main Street. Tenants must have written permission of the property owner prior to submitting a funding request. Any building having previously been improved with the help of a Façade Improvement Grant must wait a minimum of one (1) year before reapplying. Exceptions to this rule may be considered if one or more of the following circumstances have occurred: change in ownership or use of the structure or other situations that the DSCWG may deem appropriate to consider.

Eligible Improvements:

- Exterior painting of previously painted surfaces
- Paint removal by means approved by the grantor
- Appropriate cleaning as part of an overall façade improvement
- Masonry repair
- Repair of original architectural detail
- Repair of windows or window framing; replacement only as a last resort and must be compatible with original window design
- Removal of siding and exterior false facades
- New signage or the removal and replacement of inappropriate and outdated signage (must obtain a sign permit from the Town of Stoneville)
- Outdoor lighting
- Roof repair or replacement
- Rehabilitation or compatible reconstruction of an original storefront
- New canvas awnings or replacement of heavily damaged or missing awnings
- Exterior, detached improvements that retain historical integrity and beauty of building
- Replacement of historic transom glass

It is important to emphasize that this grant is an incentive for comprehensive façade improvement. It is not intended for general repair, maintenance or redecorating.

Ineligible:

- General maintenance
- Tools used for repair work
- Intellectual property that is not solely purposed for renovations (e.g. logo design, etc.)
- Painting of previously unpainted exterior brick structures
- Installation of any type of exterior veneer – aluminum, vinyl, stone, stucco or any other inappropriate materials that interferes with the historic integrity of the building
- Improvements made prior to grant approval, except a special provision will be made for improvements started between July 1, 2015 and October 1, 2015 due to this program being postponed during that timeframe.

Funds Available: This grant program is funded through Ad Valorem tax revenues paid to the Town of Stoneville and may be supplemented through donations, grants or foundation funding. Applications may be submitted at anytime. Grants are awarded for eligible projects as funds are available. This is a reimbursement grant. Funds are issued at the completion and final approval of the project.

Guidelines:

1. All applications must be approved by the board of the Stoneville Downtown Core Working Group (SDCWG), who will forward the application to the Stoneville Town Administrator. The Town Administrator will manage the grant once awarded to ensure work has been completed as set forth in the grant application.
2. If a single building is divided into multiple business spaces, that are each designed to house its own owner, will have its own address, its own business permit and its own exterior entry, then each business or section for a business is eligible to apply.
3. Buildings with multiple facades not divided into multiple business spaces are capped at a single grant application.
4. The applicant must show a comprehensive proposal for the building's façade improvements. All projects must meet building code requirements of the Town of Stoneville and all other governmental agencies, as appropriate.
5. Rehabilitation should reflect a solution which respects the architectural integrity of the building and must meet the Secretary of Interior's "Standards for Rehabilitation" program standards (Exhibit A).
6. The Downtown Stoneville Core Working Group will not participate in negotiations between the applicant and the contractor employed by the applicant. The applicant agrees to hold SDCWG and the Town of Stoneville harmless of any defects in workmanship, liability, damages or other costs relevant to this project.

Criteria:

1. The formula for funding of projects is fifty percent (50%) of the approved costs with a maximum reimbursement per project based on the level of funding for the program. The Town of Stoneville has approved \$2500 for FY 15-16 and this will be the maximum reimbursement unless additional funds are allocated to the program.
2. The grant amount is initially based on the estimate; the final grant payment is based on actual costs. In the event the actual costs are less than the estimated costs, the grant amount will be reduced. In the event the actual costs are more than the estimate, the grant amount will be increased to allow for up to a ten percent (10%) increase in final cost over the original estimate, up to the grant maximum.
3. This grant is designed for relatively substantial improvements; therefore, a minimum investment of \$500 will be required of all participants.
4. The completed project must be maintained as the project was set forth in the application for a period of 5 years or until the property is sold. Example: if an awning is installed as part of a project and then rips within the five year period, it must be repaired or replaced. Failure to comply will require the recipient to refund all or part of the grant funding.
5. All property taxes must be paid and current on the property.

Application Procedure:

1. A completed application form, along with:
 - Several high-resolution color photos of current property condition showing areas to be improved
 - Narrative description of all façade work to be performed, including computer generated images, drawings or sketches
 - Design plans including floor plan accurately delineating the square footage
 - Color palettes
 - Description of business or business tenants
 - For tenant applicants, a letter signed by the owner granting permission for the project
 - Total itemized project cost estimate
 - Copy of building permit, if applicable
 - Copy of sign permit, if applicable

- Evidence of property insurance
 - Projected date of project completion
2. All applications will be reviewed by the SDCWG. Applicants cannot be present during proposal deliberations but may be asked to appear before the board to answer any questions on the proposed project. The SDCWG Board will make the final decision including funding conditions. The SDCWG retains the right to accept or deny any applicant.
 3. A projected date of project completion is requested on the application. The project should begin within 45 days of the grant approval and should be completed within 6 months of the start of the project. Extenuating circumstances causing a delay in completion of the project are always considered and extensions may be given with SDCWG approval.
 4. The SDCWG must review any deviation from the approved plans before it can be undertaken. The Town of Stoneville reserves the right to deny payment if the completed work is not consistent with the content of the original application.
 5. A letter of notification will be sent to the applicant regarding the decision on their grant request. Upon approval of the grant application, two copies of the agreement will be included with the letter of notification. A signed copy of the agreement must be returned to the Stoneville Town Administrator before the project begins and within ten (10) business days of receipt of the grant approval notification. This letter may be hand delivered or delivered by a common carrier (e.g. US Postal Service, UPS, FedEx, etc.).
 6. The SDCWG Board and/or Stoneville Town Administrator have the right to inspect the project at 50% and 75% of completion.
 7. Approved applicants will be reimbursed for the grant amount upon completion of the project. Applicant must submit copies of paid, dated receipts, invoices and cancelled checks to the SDCWG. The finished project must pass inspection by the SDCWG and receive City/State Code approval before reimbursement is issued. The reimbursement grant check will be issued within twenty (20) business days of the final inspection and approval of the completed project. A W-9 (Request for Taxpayer Identification Number and Certification form) will be required prior to issuing the check.
 8. For questions or more information please contact the town manager (336) 573-9393.

The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Stoneville Downtown District Façade Grant Application
Administered by the Downtown Stoneville Core Working Group

Exhibit B

Property Address _____

Name of Business, if applicable _____

Year building was built _____ Property taxes are: PAID NOT PAID DO NOT KNOW

Applicant's Information:

Name _____

Address _____

Telephone _____ email _____

Building Owner Yes No If no, name of owner _____

Owner's Address _____ Phone _____

Description of Project: _____

Total Estimated Costs _____

Projected Completion Date _____

Include with application:

- _____ Several color photos of the building's current conditions
- _____ Narrative description of all rehabilitation work to be performed
- _____ Drawings, sketches or computer generated images of planned rehab work
- _____ Design plans including floor plan including square footage
- _____ Description of business or business tenants, and business plan.
- _____ An itemized contractor's estimate that includes cost of materials and labor
- _____ Copy of building and/or sign permit, if required
- _____ Evidence of property insurance
- _____ Written permission from the owner if applicant is not the property owner

I understand that the Grant monies are to be used exclusively for the project described in this application. Failure to abide by the information in this application may result in the loss of the funding. Upon completion of the project, the Downtown Stoneville Core Working Group and Stoneville Town Administrator will inspect the project, and payment is contingent on the project outcome being consistent with the project submitted with the application. I understand that the payment of the grant is contingent upon me providing proof of the expenditures and payment thereof.

Signature of Applicant _____ Date _____

Downtown Stoneville Core Working Group PO Box 71 Stoneville, NC 27048 336-573-9393