



Applications Accepted

Each Fiscal Year (July 1 thru June 30) Until Funds are Expended

Initial Open Period will begin October 1, 2016

The City's Façade Grant program promotes positive, high-impact improvements to historically significant buildings. A maximum matching grant of \$4,000 is allowed per approved project.

TYPES OF PROJECTS (*incomplete list*):

- Cleaning of wall surface
- Masonry repair
- Repair or replacement of original architectural detail
- Replacement of non-historic doors
- Removal of exterior false facades
- Rehabilitation of store front
- Painting with historically correct colors
- Removal / replacement of historically appropriate signage
- Removal of awning
- Installation of permanently affixed landscaping.

QUALIFICATIONS

- C-4 zoning designation
- Historically significant building
- Permission from legal owner of property

INELIGIBLE PROPERTIES

- Tax Delinquent
- In Litigation
- In condemnation or receivership
- Exclusively residential

Historic Shawnee Alliance

Façade Grant Program Guidelines

Guidelines and Policies

The HSA Façade Grant program is intended to encourage improvements to historically significant buildings within the designated Downtown Revitalization Area (see attached map). The goal is to promote joint public/private investment, encourage business development and support appropriate revitalization to as many private properties as possible within Downtown. The property owner agrees to maintain the property after completing the work on the building.

Program Objectives and Available Assistance

- To make positive, high-impact visual improvements to historically significant buildings by providing an overall enhanced image for Downtown Shawnee, therefore attracting residents and tourists to frequent shops and restaurants within the Downtown Business District.
- To preserve the unique character of Downtown Shawnee.
- To provide a maximum of \$4,000 per project as a matching monetary incentive to the owners of historically significant commercial properties in the Downtown Business District for high-quality improvements to their properties.
- In all cases, the applicant must provide matching funds at the ratio of one to one (1:1); meaning that for every one dollar (\$1.00) spent in the renovation or improvement of the subject property's façade, the HSA will reimburse one dollar (\$1.00) of qualified expenses, up to the maximum grant authorized by the HSA not to exceed \$4,000 per project.

Eligibility Requirements

1. Historic buildings within the Downtown Area that are zoned C-4.
2. The building to be improved should have historical significance whether from an architectural point of view, a historical use or an event that could attract tourists to the buildings location.
3. The legal owner of the property as listed in the County Property Records must provide permission for the work and must agree to the maintenance of the property regarding the grant-assisted work.
4. Tenants of a building located within the area shown on the attached map are eligible to apply for a façade grant. If the application is submitted by a tenant, it must be signed by the property owner.
5. Only one grant per property will be awarded per grant cycle.
6. If a single building is divided into multiple business spaces, it is considered to be one property.
7. Work must start within 90 days of approval and must finish within a six month period. If the applicant cannot meet this deadline, they may file a written request explaining the extenuating circumstances that have delayed the project. An applicant may request an extension of up to 180 days.
8. The applicant must supply all required information and any information requested by HSA committee upon review of the application.

Ineligible Properties

- Tax delinquent
- In Litigation
- In condemnation or receivership
- Exclusively residential

Minimum Guidelines

1. A Façade Grant Committee will be established by the Historic Shawnee Alliance (HSA) consisting of members who do not own a business or building in the defined Downtown Revitalization Area. This committee will review all applications, announce awards and ensure compliance with applicable standards and conditions. All eligible exterior renovation proposals will be considered for funding, but top priority will be given to projects that would make a highly visible contribution to the enhancement of Downtown.
2. This grant is for the renovation of the façade only. For the purpose of this document, a façade is defined as “the face or elevation of a building that fronts on a public street, not including those adjacent to rear alleys”. Most structures will have a single façade. Structures built on corner lots will have two facades.
3. Building improvements should maintain the character of the downtown area; and the design drawings must be approved by the HSA in order to access funding for improvements.
4. Improvements to be undertaken shall conform to the City’s Codes and any other policies and regulations applying to the subject property.
5. **Retroactive applications will not be accepted.** Applicants must consult with HAS members before work begins to define a project scope.
6. The applicant must submit a plan showing the proposed work. The HSA reserves the right to reject any funding for a project that varies from the proposed plan without prior written approval from the HSA.
7. Program funds shall be made available only to projects that enhance and are sensitive to the historical nature of the structure.
8. For properties with multiple storefronts, it is recommended that the façade treatment provide a cohesive theme while allowing for some distinctive design elements to the various businesses, such as signage, exposing transom windows, lighting, flower boxes, murals, etc., to provide better street visibility and promote economic development downtown.
9. Projects eligible for the façade grants are limited to the following types of work:
 - a. Safe cleaning of brick or wall surfaces;
 - b. Masonry repair;
 - c. Repair, reconstruction, and/or replacement of original architectural details;
 - d. Replacement of non-historic doors and/or windows with historically correct features;
 - e. Removal of siding and exterior false facades;
 - f. Rehabilitation or compatible reconstruction of store front;
 - g. Painting with historically correct colors;
 - h. Removal of signage and/or placement of historically-appropriate signage;
 - i. Removal of awnings and/or restoration of historic façade; and
 - j. Installation of permanently affixed landscaping as per the City of Shawnee’s streetscape plan for Downtown Shawnee.

Materials Required for Reimbursement.

Reimbursement can be expected approximately 3-6 weeks after all of the following have been received:

- Copies of all paid invoices, canceled checks (bank statements) and lien waivers for all of the façade work covered by grant. These must equal at least the required matching amount.
- All project expenditures must be paid by check, money order or credit card. Invoices must be marked paid, signed, and dated by the contractors. Cash payments are not accepted.
- Color photographs of completed project.

Applications will be judged based on the following point schedule:

No previous award for property	3
Less than 5 years	2
Less than 2 years	1
Least Developed Area of Downtown	2
Developed Areas of Downtown	1
Supports Downtown Living (includes dwelling unit)	1
Supports Downtown Tourism	1
Improvements will increase property values	1
Business generates sales tax	1
Property has Historical Significance	5 (1-5 depending on extent)
Building has historical architectural features	1
Extent that applicant has made previous improvements	3 (1-3 depending on extent)
Proposed work meets program guidelines	5 (1-5 depending on extent)
Building is over 100 years of age	2
Building is over 75 years of age	1
Will the project substantially leverage more Investment than the matching amount of the grant?	1

Total Possible Points **26**

Funding

The HSA Facade Grant Program is made possible through funding provided by the City of Shawnee and the Shawnee Economic Development Foundation (SEDF). Proposed projects are eligible for grant reimbursement for 50% of the projects costs up to a maximum match of \$4,000. A Facade Grant Committee established by the HSA will review all applications and make final approvals. Applicants will receive grant funds upon the completion and final approval of the completed project.

The Facade Grant Program will be open continuously as long as grant funds are available. Applications should be submitted to the Historic Shawnee Alliance, PO Box 144, Shawnee, OK 74802-0144. If grant funds are no longer available or if the application is incomplete, the applicant will be notified that the application cannot be considered.

The property owner agrees to not make any other changes to the facade of the building without permission from the HSA for a period of three years. If violated, the grant is subject to repayment. In the event of a change of ownership, this condition transfers to the new owner and violation of this condition will result in repayment of the grant by the new owner.

The HSA reserves the right to modify program guidelines at any point. The HSA may place conditions on all approved grants.