

**Henderson-Vance Downtown Development Commission, Inc**  
**Façade Incentive Grant**  
**Letter of Interest**  
**(Part 1)**

*Please type or print in ink*

**Return to HVDDC, 207 N. Garnett Street, Henderson, NC 27536**

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Applicant website (if available): \_\_\_\_\_

Owner / Tenant (circle appropriate response) Tax ID: \_\_\_\_\_

Name of Building Owner if different than Applicant: \_\_\_\_\_

Building Owner Address and Phone Number: \_\_\_\_\_

City/County taxes paid two years prior to application date:

Tenant \_\_\_ (Y) \_\_\_ (N) Landlord \_\_\_ (Y) \_\_\_ (N)

Description of Proposed Renovation (attach summary if needed): \_\_\_\_\_

\_\_\_\_\_

Description of materials to be used: \_\_\_\_\_

\_\_\_\_\_

Estimated total cost of Façade & Improvements Renovation: \_\_\_\_\_

Amount of grant money requested (No more than 50% of total project cost): \_\_\_\_\_

Funding source for remaining project costs: \_\_\_\_\_

Please attach "Before" pictures / drawings, sketches for project.

*This grant application is a 2 part process. Part 1 of this application must be approved by HVDDC' S Design Committee before the applicant is eligible for Part 2.*

***I understand this Façade Incentive Grant application does not guarantee that any funds will be awarded until Part 2 is completed and approved.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY (Part 1):**

Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Tenant \_\_\_\_\_ Property Owner \_\_\_\_\_

Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Action Taken: Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date Approved/Not-Approved: \_\_\_\_\_

Explanation for Approval / Disapproval:  
\_\_\_\_\_  
\_\_\_\_\_

Phase 2 application sent (date): \_\_\_\_\_ By: \_\_\_\_\_

Phase 2 application deadline (date): \_\_\_\_\_

Design Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

HVDDC Chair \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY (Part 2):**

Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_

Action Taken: Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date Approved/Not-Approved: \_\_\_\_\_

Explanation for Approval / Disapproval:  
\_\_\_\_\_  
\_\_\_\_\_

City/County taxes paid two years prior to application date: \_\_\_ (Y) or \_\_\_ (N)

Design Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

HVDDC Chair \_\_\_\_\_ Date: \_\_\_\_\_

**Henderson-Vance Downtown Development Commission  
Façade Incentive Grant Application Agreement  
(Part 2)**

*Please type or print in ink.*

*Return to HVDDC, 207 N. Garnett Street, Henderson, NC 27536*

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Has any information provided on the Façade & Improvements Grant Part 1 form changed, (address change, business name, building owner, etc...) if so note below:

\_\_\_\_\_  
\_\_\_\_\_

Detailed Description of Proposed Renovation (attach additional pages if needed), for example:

\_\_\_\_\_  
\_\_\_\_\_

Budget Cost of Façade & Improvement Renovation: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Color Scheme (Attach paint chips): \_\_\_\_\_

Checklist for Complete Application - Please indicate compliance:

1.  Copy of Part 1 approved application
2.  I have read the Building Grant Program guidelines and I fully understand the agreement.
3.  I have met with Henderson Code Enforcement (if required)  
**My project does / does not require Inspector signature. (circle one)**
4.  I have complied with the Secretary of the Interior's Standards for Rehabilitation.
5.  If I am a Tenant, the Owner's notarized written permission is attached.
6.  Any drawings/sketches, color schemes, sign designs, material specifications for project are attached.
7.  An itemized project budget is attached specifying labor and materials.
8.  Labor contracts are attached.

***I understand the Façade Grant Program must be used in the manner described in the application brochure and the application must be reviewed and approved by the Design Committee of the Henderson-Downtown Development Commission, Inc. prior to commencement of work. I understand that failure to comply with the approved application may result in the forfeiture of grant funds.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

***Henderson-Vance Downtown Development Commission Façade Incentive Grant Program***