

## Downtown Frederick Façade Improvement Project

### *Who is Downtown Frederick Partnership?*

Downtown Frederick Partnership is a preservation based economic development nonprofit that works to enhance, promote and preserve the vitality and livability of Downtown Frederick. The Partnership is recognized by the National Main Street Center, the State of Maryland and The City of Frederick as the Main Street organization for Downtown Frederick. The Main Street Program is a comprehensive approach to downtown revitalization now implemented in more than 1,000 cities across the nation.

### *What is the Downtown Frederick Partnership Façade Improvement Project?*

The Façade Improvement Project offers up to \$10,000 in matching funds for façade improvement. Property and/or business owners can apply for up to 50 percent of the cost of their improvement project. If a property owner is seeking a second grant within a two year period, the second project (and any additional applications) will qualify for a 25 percent match within the two year time frame.

The maximum grant contribution by the Partnership is \$10,000. The minimum grant contribution is \$500. **Work completed prior to a letter of commitment is not eligible for funding.** The goal of the project is to encourage building renovation, historic preservation and improved economic vitality by providing funding to upgrade Downtown Frederick building façades.

The Façade Improvement Project is administered by the Downtown Frederick Partnership Design Committee. The Design Committee is composed of Downtown Frederick business owners, architects, engineers, residents and others who want to improve the physical appearance of Downtown Frederick. The Façade Improvement Project is funded by the State of Maryland's Community Legacy Program and is managed in cooperation with the City of Frederick Department of Economic Development.

### *Who can apply for funding?*

Any building owner or store owner/building tenant with authorization from the property owner can apply for funding. The primary focus of the project area is Market Street between South and Seventh Streets, Patrick Street between Bentz and Wisner Streets and Everedy Square/Shab Row. Additional locations on commercially oriented downtown blocks will be considered. Contact the Partnership to learn if your property is eligible.

According to the State of Maryland's requirements for funding, the Partnership cannot provide assistance to certain uses/businesses and cannot fund improvements to residential properties. For a full list of ineligible uses, contact the Partnership at (301) 698-8118.

*What types of improvements are eligible for funding?*

Improvements to the street facing façade(s) of the building are eligible for funding. For the purposes of this grant, the Partnership Design Committee includes Carroll Creek as a primary street frontage and will accept requests for façade grants for building frontages that face onto Carroll Creek.

Eligible projects include but are not limited to the following list:

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|------------------------------|--|
| ✓ Painting                   | ✓ Masonry repair   |
| ✓ Awnings                    | ✓ Door/window repair   |
| ✓ Lighting                   | ✓ Removal of inappropriate or incompatible exterior finishes |
| ✓ Signage repair/new signage |  |

*Are there any design guidelines?*

Yes. Projects must conform with the Frederick Town Historic District Design Guidelines. For more information on the Historic District Design Guidelines, please see The City of Frederick website ([www.cityoffrederick.com](http://www.cityoffrederick.com)) or contact the Preservation Planner at (301) 600-6278. Please note that the painting of an already painted building does not require Historic Preservation Commission (HPC) approval. Regardless of whether HPC approval is required, projects must be approved by the Downtown Frederick Partnership Design Committee. Due to State funding requirements, projects also must be reviewed by the Maryland Historical Trust.

*How does the application process work?*

1. Applicants submit a completed application form. In order for the application to be considered complete, the applicant must submit: a) two color photos showing the existing building, b) detailed sketches or drawings of the proposed improvements and c) two bids on contractor letterhead. Once a completed application is submitted, the Design Committee will review the application and make a determination on the project. Applications are reviewed on a first-come, first served basis. Design Committee review will be completed in fewer than five days.
2. The Partnership also will forward the application to the Maryland Historic Trust (MHT) as required by the State of Maryland. MHT has 30 days to review the project. The applicant is encouraged to pursue HPC approval, if needed, at the same time as the project is undergoing MHT review.
3. The Partnership will issue a letter of commitment when MHT and HPC, if required, approval is granted. The letter will include the specific amount granted and any conditions of approval. The amount of the grant award is set out in the letter of commitment and will not be changed after project initiation. **Work completed prior to a letter of commitment is not eligible for funding.**

*What happens after a project is selected for funding?*

Work selected for a matching grant must be completed within six (6) months. The six-month time period will begin after the acquisition of any necessary approvals and/or permits. Project applicants have a total of six months to complete any City

approval processes. Depending on the scope of the project, extensions may be requested.

The applicant is responsible for obtaining all building permits and any other required City approvals for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements.

Downtown Frederick Partnership may promote an approved project including, but not limited to, displaying Partnership signage at the site, during and after construction and using photographs and descriptions of the project in the Partnership's materials.

*How do I get reimbursed for my project?*

Grant funds are issued on a reimbursement basis and cannot be issued until the project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work (canceled checks or credit card statements) and a Design Committee member or the Partnership staff must review the completed project to determine that the work performed is consistent with the work approved. Once the work is approved, the Partnership will process a reimbursement check in less than 30 days.

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## Downtown Frederick Façade Improvement Project

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

Name of Business: \_\_\_\_\_

Project/Business Address: \_\_\_\_\_

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

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property owner's name (if different from above): \_\_\_\_\_

Property owner's address: \_\_\_\_\_

Property owner's phone number: \_\_\_\_\_

*Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.*

### Proposed Façade Improvements

Please describe below the proposed improvements to the property. The following must accompany this application: two color photographs that show existing conditions, detailed sketches/drawings of the proposed improvements (including placement, color, dimensions and materials); and two bids on contractor letterhead.

Proposed improvements:

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Project fronts on (*list street name*): \_\_\_\_\_

Total proposed budget: \_\_\_\_\_ Proposed start date: \_\_\_\_\_ Estimated completion: \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Two color photos

Two contractor bids

Drawing(s) attached



## Downtown Frederick Façade Improvement Project

### General Conditions

It is expressly understood and agreed that the applicant is not an agent, employee or subcontractor of Downtown Frederick Partnership, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HPC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Downtown Frederick Partnership, Inc. and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Downtown Frederick Partnership, Inc. to promote an approved project, including, but not limited to, displaying Partnership signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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If the applicant is not the property owner, please have the property owner or an authorized representative review and co-sign the application below.

As owner of the property at \_\_\_\_\_ I have reviewed the above application and authorize operator of \_\_\_\_\_ at said address to perform the façade improvements described above as part of the Downtown Frederick Partnership, Inc. Façade Improvement Project.

Signature of property owner  
or authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_