

## **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, livability and diversity of Downtown Frederick. The Partnership is recognized by Main Street America, 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 implemented in cities across the nation.

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

The Façade Improvement Project offers up to \$20,000 in matching funds for the façade improvement of commercial buildings. The goal of this project is to encourage building renovation, historic preservation and improved economic vitality by providing funding to upgrade Downtown Frederick commercial building facades.

For the purposes of this program, a façade is defined as the primary street-facing vertical face of the building, or in the case of a building at an intersection, the street-facing faces. The Partnership Design Committee includes Carroll Creek Park as a primary street frontage and will accept requests for façade grants for building frontages that face onto Carroll Creek. The façade comprises the walls, doors, windows, porches and architectural features, and may, at the Design Committee's discretion, include additional features such as roof elements, gutters, downspouts, etc that contribute significantly to the façade composition. Where secondary facades that do not directly face the street are significant contributing streetscape features, they may be considered for funding at the Design Committee's discretion.

Property and/or business owners can apply for up to 50 percent of the cost of their improvement project. Any additional applications for the same property within a two-year period will qualify for a 25 percent match. The maximum grant contribution by the Partnership is \$20,000. The minimum grant contribution is \$500. ***Work completed prior to a letter of commitment from the Partnership is not eligible for funding.***

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 Maryland Façade Improvement Program and is managed in cooperation with the City of Frederick's 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 Ninth Streets, Patrick Street between Bentz and Wisner Streets and Everedy Square/Shab Row. Additional locations on

commercially oriented downtown blocks outside this specified area will be considered. This grant cannot be used for non-commercial residential buildings. 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. For a full list of ineligible uses, contact the Partnership at 301.698.8118.

*What types of improvements are eligible for funding?*

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

- |                     |                                |
|---------------------|--------------------------------|
| ✓ Painting          | ✓ Masonry repair               |
| ✓ Awnings           | ✓ Door/window repair           |
| ✓ Lighting          | ✓ Removal of inappropriate or  |
| ✓ Signage           | incompatible exterior finishes |
| ✓ Sidewalks (brick) |                                |

*Are there any design guidelines?*

Yes. Projects must conform with the Frederick Town Historic District Design Guidelines. Regardless of whether Historic Preservation Commission (HPC) approval is required, projects must be approved by the Partnership Design Committee. Due to State funding requirements, projects also must be approved by the Maryland Historical Trust.

*How does the application process work?*

1. Applicants submit a complete application form including:
  - a) two color photos of the existing building, at least one photo must show the entire building façade from sidewalk to roof
  - b) detailed sketches or drawings of the proposed improvements as appropriate
  - c) two bids on contractor letterhead
  - d) a W-9 for the grant recipient

Once a complete application is submitted, the Design Committee will review the application. Applications are reviewed on a first-come, first-served basis. Design Committee review will be completed in fewer than five business 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 Design Committee, 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.  
***Work completed prior to a letter of commitment from the Partnership 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.



## 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 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: \_\_\_\_\_

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

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

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

☐ Two color photos

☐ Two contractor bids

☐ Drawing(s) attached

☐ W-9



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## **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: \_\_\_\_\_