

A Complete Application Packet Includes:

- Two copies of the Application Form, including attachments describing total and eligible projects.
- Two independent written estimates for eligible work secured by applicant from contractors
- One copy of all approved applications & permits as may be required by the Borough of Gettysburg's Code Enforcement and or Historic Architectural Review Board
- One signed Certification and Release form
- One set of color photos of existing conditions, including both building facade and project area
- One set of acceptable sketches or drawings of proposed improvements if appropriate to project
- One copy of property deed cover page showing legal name of owner(s), if owner is the applicant
- One copy of the property owner's letter of permission/approval for project, if tenant is the applicant
- \$25.00 non-refundable application fee as check/money order payable to Main Street Gettysburg, Inc.

Applicants must deliver the completed application packet to Main Street Gettysburg, 116 Baltimore Street, Gettysburg, PA 17325. Complete application packets are reviewed by Main Street Gettysburg within 30 days of receipt.

Documentation Required for Reimbursement:

- One copy of all paid receipts for eligible work
- One signed copy of Confirmation of Payment
- One set of color photos of completed project

Main Street Gettysburg reserves the right to request additional documentation and/or to deny reimbursement if project is not completed in a satisfactory and/or timely manner.



FACADE Improvement Program

A financial incentive program to help rehabilitate commercial buildings in the Historic District of Gettysburg

Participating Partners:

The Commonwealth of Pennsylvania
The Borough of Gettysburg
Main Street Gettysburg

This project was financed by a grant from the Commonwealth of Pennsylvania, Department of Community and Economic Development

Applications are reviewed by Main Street Gettysburg, Inc. No person shall be excluded from participation, denied program benefits, or discriminated against because of color, religion, sex, nation origin or handicap.

Main Street Gettysburg, Inc.

116 Baltimore Street
Gettysburg, PA 17325

PHONE (717) 337-3491

FAX (717) 337-2495

WEB www.mainstreetgettysburg.org

EMAIL info@mainstreetgettysburg.org

Overview: Main Street Gettysburg was awarded a grant for a Façade Improvement Program from the Commonwealth of Pennsylvania, Department of Community and Economic Development, on behalf of the Borough of Gettysburg. This program allows qualified commercial property owners and tenants within the town's Historic District to be reimbursed for specific sign, paint, design and storefront facade projects.

Maximum reimbursement of \$5,000 per commercial property, and must be matched dollar-for-dollar by the applicant.

Projects must (be):

- Used only for commercial properties and purposes, not residential or rental housing
- Located within the boundaries of Gettysburg's Historic District
- Matched on a minimum 1:1, dollar-for-dollar, match
- Reviewed, approved and in compliance with all requirements of the Borough's Code Enforcement, Historic Architectural Review Board, and Main Street Gettysburg
- **Projects begun or completed prior to application are ineligible**
- Have two independent, detailed estimates

Conform to the Secretary of Interior's Standards for Historic Rehabilitation available online at:

http://www.cr.nps.gov/HPS/tps/standguide/rehab/rehab_index.htm

Payment will be:

- A direct reimbursement, not a loan, to the commercial property owner or tenant
- Made after the satisfactory and timely completion of the project (within 4 months of applicant's approval)
- Made after receipt of complete and appropriate documentation of applicant expenditures, including paid receipts and color photos of the completed eligible project
- Limited to a maximum reimbursement of \$5,000 per property
- Project funds are limited and may not be kept reserved for an applicant's project beyond four (4) months of an application's

approval, unless an extension is granted by Main Street Gettysburg

Eligible Projects:

- Up to \$2,500 to bring existing signs into conformance with the Borough's design guidelines & sign ordinance
- Up to \$5,000 to restore/repaint historic wood siding instead of covering with vinyl siding
- Up to \$2,500 to use appropriate wooden replacement windows, doors or shutters rather than vinyl
- Up to \$2,500 to repoint/replace historic brick with appropriate lime mortar and bricks
- Up to \$500 per sign project - such as upgrading a basic sign to a more attractive or historic looking one
- Up to \$750 per design project - such as hiring an architect, especially when one might not have been used
- Up to \$3,500 per paint project
- Up to \$5,000 per storefront facade project.

Evaluation Criteria:

- Degree to which project will improve the applicant's building façade and/or correct physical deterioration of the structure
- Use of an acceptable design professional. For example, it would generally be anticipated that an architect, a professional engineer or design professional of similar credentials would be involved in a larger or more extensive project
- Degree to which the proposed project will encourage reuse of an underutilized structure or retention of an existing business
- Degree to which the proposed project meets the required 1:1 match.



Façade Improvement Grant

Application Form

Grant Applicant Name(s):

Application Date:

Grant Applicant(s) Business/Commercial Name:

Property Address:

Property Owner(s):

Property Owner's Telephone:

Applicant(s) Address if different from Property:

Applicant(s) Daytime Telephone:

Applicant(s) Email:

Property's Commercial Tenant(s) if different from Applicant(s):

Primary Contractor's Name:

Contractor's Telephone:

Contractor's Address:

As separate attachments, include descriptions of

- 1) Total improvement project
- 2) Eligible improvements within the project

Total Project Cost:

Total Eligible Cost:

Grant Requested:



Façade Improvement Grant

Applicant's Certification and Release

The undersigned certifies that the Application Guidelines and this Certification & Release have been read and understood, including the following:

1. That Main Street Gettysburg, Inc. is a nonprofit corporation which is dedicated to encouraging and guiding the revitalization and development in the business district of the Borough;
2. That Main Street Gettysburg, Inc. is administering the program to the extent necessary (a) to determine whether a particular application falls within and will further the purpose of the program, and (b) to rank submitted applications on the basis of the degree to which the purpose of the program will be furthered;
3. That Main Street Gettysburg, Inc. may place a sign on the premises which is prominently visible to passersby or promote the project in any other manner which is consistent with this program as required by the Commonwealth of Pennsylvania;
4. And that participation in the program is not a right.

In order for Main Street Gettysburg, Inc. to accept an application for processing, each of the undersigned, for himself/herself, his/her heirs, executors, administrators or assigns (or if a corporation for itself, its successors and assigns) hereby releases and agrees to hold harmless Main Street Gettysburg, Inc. and its directors, officers, and employees from all rights, claims, and actions which the undersigned now has or may hereafter have against Main Street Gettysburg, Inc. arising out of the receipt and processing of the application presented herewith.

I/We authorize Main Street Gettysburg to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are made for the purpose of either obtaining a loan, guaranteeing a loan, or continuing credit. I/we understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Signature _____ Date of Birth _____ Soc. Sec. No. _____

Signature _____ Date of Birth _____ Soc. Sec. No. _____

Date Signed: _____