



Downtown Façade Design Assistance (FDA) Grant Application

The Downtown Fond du Lac Partnership (DFP) has received Community Development Block Grant (CDBG) funds to promote facade renovation of historic buildings, to conserve valuable architecture and to preserve the City's ethnic and cultural heritage as reflected in its historic structures through a Downtown Façade Design Assistance (FDA) Grant.

A FDA grant is also available to businesses and property owners that are located in the Downtown that are not historic buildings. Both grant programs provide up to \$4,000 in funding to assist in the research and design of façade improvements.

APPLICANT INFORMATION

Name:
Phone:
Referred by:
DUNS Number: (http://fedgov.dnb.com/webform)

FOR DFP USE ONLY

Application Date:	
Approval Date:	Amount:
Tax ID number:	

PROPERTY OWNER INFORMATION

Name:	Years Owned:
Address:	Phone:
City:	State:
	Zip:
Type of Ownership:	Owner's Signature:

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business / Project Owner's Name:
Address:	Phone:
City:	State:
	Zip:
Type of Business:	Upper floor use:

Please review the Eligibility Requirements on page 2 of the Application Materials and check appropriately:

I am applying for grant funding under the Historic Preservation criteria.

I am applying for grant funding as a business/property owner of a Non-Historic Structure.

I have reviewed and will comply with the Downtown Façade Design Grant Program and Design Guidelines.

APPLICANT'S SIGNATURE:

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DATE:

Downtown Façade Design Assistance Grant

Eligibility Requirements

An applicant shall qualify for the Downtown Façade Design Assistance (FDA) Grant:

- The property for which the design assistance grant is being requested is listed on the local historic inventory, on the State or National Register of Historic Places or is potentially eligible to be listed on the State or National Register of Historic Places.
- The applicant is a business or property owner of a non-historic structure.
- The property must be located within the Downtown BID.

Please check each line to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- _____ The design work must be done on the exterior of the building and result in a publicly visible improvement.
- _____ Only design work begun **after the grant application has been submitted and approved** will be eligible for a grant.
- _____ All design work must comply with the Downtown design guidelines.
- _____ Only one (1) grant per building address for historic buildings.

Historic Preservation Information (Required)

Name of Property: _____

Property Address: _____

Local Historic Inventory: _____ State/National Register of Historic Places: _____

Potentially Eligible for State/National Register of Historic Places: _____ Historic District _____

Verified by: _____

Non-Historic Structure Information (Required)

Company Name _____

Name of Owner(s): First _____ Middle Initial _____ Last _____

First _____ Middle Initial _____ Last _____

Release of Information

To Whom It May Concern:

I hereby authorize the Downtown Fond du Lac Partnership (DFP) permission to share all application materials with the City of Fond du Lac, committees and members who will be reviewing my application. I acknowledge that information provided to DFP and the City may be released as part of the program requirements and in the reporting and promotion of the program.

Name (print): _____ Date: _____

Signature: _____

Downtown Façade Design Assistance Grant

Equal Opportunity Attachment

Gender:

Male _____ Female _____

Household:

Head of Household: __ Yes __ No

Number in Household: _____

Race:

Single Race Persons	No.	Hispanic or Latino
White		
Black/African American		
American Indian/Alaska Native		
Asian		
Native Hawaiian/Other Pacific Islander		
Total Number of Persons Assisted		

Multi-Race Persons	No.	Hispanic or Latino
American Indian/Alaska Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaska Native and Black		
Other Multi-Racial		
Total Number of Persons Assisted		

APPLICANT'S SIGNATURE:



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* The information requested on this form and the application regarding race, age, sex, ethnicity and handicap status is needed to analyze and assure compliance with Federal Equal Opportunity laws and to meet the reporting requirements of those laws. Your cooperation is voluntarily giving this information is important to the success of the City's equal opportunity program. Completion of this attachment is voluntary and will NOT affect your grant application approval.

Application Review

The application package will be reviewed by the Downtown Fond du Lac Partnership Executive Director to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

Required Materials for Application

Application packages must include:

- _____ A completed application form (Pages 1-3)
- _____ Written consent from property owner giving permission to conduct façade improvements.
- _____ Design Cost Estimate from Licensed Architect based within Fond du Lac County.

The Executive Director reserves the right to refer applications for review to the Design Review Board

Grant Reimbursement

The Design Review Board meets once a month to discuss grant reimbursements. The reimbursement request is expected at least one (1) week before a Design Review Board meeting. Reimbursement shall be limited to the design and/or historic research costs, not to exceed \$4,000 per building. 75% of the façade design assistance (FDA) grant for research and/or design work will be paid upon completion of the design. The remaining 25% of the FDA grant for research and/or design work will be paid to the applicant upon completion of the construction project per the Architect's architectural and/or historical research. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement.

The Design Review Board reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the Downtown Design Guidelines.
- The research and/or design work is not completed within 6 months.
- The façade improvements are not constructed within 1 year. Since the Design Review Board cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed or significant progress hasn't been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

Required Materials for Reimbursement

Reimbursement can be expected in approximately three (3) weeks after all of the following documentation has been submitted

- For the 75% reimbursement of preliminary design and/or historic research: copies of all paid invoices and canceled checks for all of the façade design work covered by grant. All project expenditures must be paid by check. The invoices must be marked paid, signed, and dated by the consultants. Cash payments are not accepted. A final copy of the research and/or design must be submitted to the Design Review Board. Design work must be completed within 6 months of authorization to proceed by the Design Review Board.
- For the remaining 25% reimbursement: color photographs of completed project and approval by the Design Review Committee that the constructed improvements comply with the Downtown Design Guidelines. Construction work must be completed within one (1) year of authorization to proceed by the Design Review Board.