



Bridgeport Main Street Façade Grant Application Guidelines

- 1) All proposed improvements must be consistent with Bridgeport Main Street Property Design Guidelines, which are included in the Façade Grant application packet. The purpose of the Design Guidelines is to ensure that all façade grant funding is directed to historic preservation and, or restoration in compliance with Article 11.300, Chapter 11, Bridgeport Code of Ordinances, and Subchapter B, Chapter 351, Texas Tax Code.
- 2) Applicant must submit the Façade Grant application, construction quotes, and construction design renderings to the Main Street Design Committee for recommendation and voted on by City Council.
- 3) The Façade Grant application must be submitted at least one month before the project begins to be reviewed by the Bridgeport Main Street Design Committee and City Council. To be considered, the project must comply with the Bridgeport Main Street Design Guidelines. If it does not comply, the project will not be funded. It is required that the application be submitted before the beginning of the project to ensure adherence to the Bridgeport Main Street Façade Grant guidelines. Projects that begin before the application was submitted and reviewed will not be eligible for the Façade Grant.
- 4) After the Façade Grant application has been submitted to the Bridgeport Main Street Manager, a meeting will be held with the Bridgeport Main Street Design Committee and the applicant at their property to review the application and discuss the project. When the Façade Grant application is presented to City Council, the applicant must be present at the City Council Meeting to answer any questions regarding the application or project.
- 5) On the application, you must provide the dates of when the contractor will begin and complete the project. The project must be completed within six months of receiving grant funds. If the project is delayed by weather or unforeseen circumstances, extra time may be requested and submitted to the Main Street Design Committee for approval. The applicant shall repay grant funding for whatever portion of work not completed within the approved time frame to the City within 30 days of the grant ending period. Funds will be deducted from the remaining 50% of approved façade grant monies.
- 6) Items listed for proposed work must be completed by the end of the project. Do not list any items that will not be completed in the project within six months. If unforeseen circumstances arise during the construction phase of the project, the applicant may seek approval from the City Council to change the scope of the project.
- 7) An item or items previously awarded a façade grant are ineligible to be submitted on an application within five years, regardless of whether the property owner or tenant changes. A façade grant for a sign is not subject to this limitation. For example, suppose a property owner is awarded a façade grant for an awning. In that case, an application may not be submitted or awarded for that awning until after five years of the cited date. The only exception would be signage; if a property owner or tenant changes within those five years and they would like to apply for a façade grant for signage, that would be acceptable. The maximum amount for signage would be the lesser of \$500 or half of the total estimated cost.



8) No more than \$5,000 per property will be awarded within five years. For example, if a façade grant is awarded to a property for \$2,500 for a project, the property owner or tenant can apply for another \$2,500 façade grant for a different project within five years and not exceed \$5,000 per property. If a \$5,000 façade grant is awarded to a project, no additional applications may be funded within five years of the previous award.

9) An applicant will be awarded 50% of the grant upfront and 50% at the end of the project. Applicant must **submit all receipts** for work to the Main Street Manager within **30 days of completing** the project to receive the remainder of grant funding and avoid repayment of the first installment. Proof of funds spent will be required (i.e., bank statements, receipts, credit card statements.) Work paid with in-kind transactions will not be eligible for reimbursement. Additionally, if the actual cost is less than the estimate, the recipient shall pay the City of Bridgeport back the difference in the awarded amount of the grant-funded. Bridgeport Main Street reserves the right to request additional information proving monies spent on the project.

Financial Example:

Project Estimated Cost \$10,000

Façade Grant Awarded \$5,000

Actual Project Cost \$9,500

50% of the difference between the estimated \$10,000 and actual \$9,500= \$250 reimbursement

Example: ($\$9,500$ divided by 2 = $\$4,750$ - $\$5,000$ = $\$250$)



Main Street District Façade Grant Application

Application, all requested attachments, and signatures **MUST** be submitted to the Bridgeport Main Street Manager at City Hall, 900 Thompson Bridgeport, TX 76426. If you have any questions, please contact the Main Street Manager at 940-683-3411.

Applicant's Name: _____ Date _____

Business Name: _____

Building Address: _____

Building Owner (and contact information if different from Business owner)

Business Phone: _____ Cell Phone: _____

Fax: _____ E-mail address: _____

Building Age _____ Date of Construction _____

Type of Work: (Mark all that apply and include greater detail in the application below)

- Paint
- Lighting
- Signage (The lesser of \$500 or half of the total estimated cost)
- Awnings / Canopies
- Slipcover / non-historic façade removal
- Brick repointing
- Replacing or restoring cornices
- Removing paint from brick
- Opening transom windows
- Replacing windows

Please note – As a rule, paint grants may only be issued to those buildings that have already been painted, as painting the unpainted masonry facade of a building is not usually historically appropriate. However, each request will be considered on a case by case basis.

Mailing: 900 Thompson, Bridgeport, TX 76426

Attention: Krystal Smith, Main Street Manager

Phone: 940-683-3411 | **Fax:** 940-683-3401 | **Email:** ksmith@cityofbridgeport.net



Total estimated cost of improvement project _____
 (Please include **interior costs** in the above total. This is for Bridgeport Main Street **reporting** purposes **ONLY**)

Project Start Date: _____ Project Completion Date: _____

Amount of grant allotment: \$5,000 With a 50/50 match basis

Example: Total Project Cost \$10,000

The business owner would put in \$5,000 into the project and the City would put in \$5,000

Project Categories	Estimated Cost	Grant Requested
Façade/Building Rehab		
Signage		
Uncovering/Replacing Windows		
Storefront/Doors		
Paint		
Masonry Clean/Paint Removal		
Other:		
Totals:		

TOTAL COST ESTIMATE (attach all documents)	\$
TOTAL GRANT REQUEST (may not exceed 50% of total cost up to \$5,000)	\$

Architect's Name _____

Contractor's Name _____

Please submit the following information:

1. A copy of contractor/painter/workman's bid/cost estimates and drawing of proposed work. Please include color samples of paint, signage, and/or awning style and material as well. Paint must be a historic color from one of the historic paint pallets.
2. Information on the methods and materials to be used.
3. Historic photos of your building.



BRIDGEPORT MAIN STREET FAÇADE APPLICATION AGREEMENT FORM

Please complete and return with the Bridgeport Main Street Façade Grant Application to the Main Street Office in City Hall; 900 Thompson Street. If you have any questions, please contact the Main Street Manager at 940-683-3411

Please place your initials where indicated to show you have read, understand and agree to each statement.

INITIALS:

_____ I have met with the Main Street Manager and I fully understand the Bridgeport Main Street Façade Grant Application procedures established by the Bridgeport Main Street Advisory Board.

_____ I have received an application checklist.

_____ I have received a copy of the Bridgeport Main Street Design Guidelines and understand the requirements for my property.

_____ I understand that, by participating in any of these programs or accepting any funds, any deviation from this agreement may result in the withdrawal of funds or financial responsibility of repaying grant monies to the City of Bridgeport.

_____ I understand that the City Council requests that either I or a representative from my business/property attend the Council meeting when my application is being presented.

_____ I will comply with submitting ALL receipts to the Main Street Manager within 30 days of project completion, as listed in paragraph nine in the Bridgeport Main Street Façade Grant Guidelines.

_____ I certify that ALL information submitted in the Façade Grant Application is true and correct.

_____ Date _____
Applicant Signature Printed Name

_____ Date _____
Building Owner Signature (if different from applicant) Printed Name

State of _____ County of _____

This application was signed or acknowledged before me on _____ by

_____.

_____ Print Name of Applicant(s)

_____ Notary Signature



TO BE COMPLETED BY MAIN STREET DESIGN COMMITTEE:

Received by Bridgeport Main Street Manager

Date: _____ Time: _____

Date reviewed by Bridgeport Main Street Design Committee and Applicant(s)

Date: _____ Time: _____

Location: _____

Bridgeport Main Street Design Advisory Board determination of application submitted:

_____ Approved as submitted

_____ Approved with suggested changes as noted:

_____ Ineligible

Date applicant notified _____

* A copy of this document will remain in the applicant(s) file at the Bridgeport Main Street office located in City Hall at 900 Thompson Street Bridgeport, TX 76426