



ALEXANDRIA FAÇADE GRANT PROJECT

The City of Alexandria, FAÇADE GRANT PROJECT, is a program intended to provide financial assistance for exterior building façade improvements in the Downtown and extending city boundaries of Alexandria, Indiana. The program aims to stimulate retail growth, retain and expand significant business enterprises, and catalyze investment through enhanced aesthetics.

A building or business owner is allowed to apply for the Façade Grant Project.

Façade grants will be awarded for up to 50% of the total project cost. The total project cost must be over \$5,000, unless the project is for a sign. Sign projects do not have a minimum cost requirement and will be eligible for 50% of the total sign project cost up to \$400. All other projects will be covered up to \$25,000. A single building or business owner may submit multiple applications, but the total façade grant money awarded to a single building or business owner cannot exceed \$25,000. In total, the program will provide a maximum of \$150,000 in grant funding for the first term of this project.

Façade grants will be awarded on a reimbursement basis following an application procedure, design review, approval, and construction. Disbursement is contingent upon the submittal of cost invoices from contractors and tradesmen and inspection work by the Alexandria Building Commissioner. The availability of funding will vary per calendar year.

“Design standards” refer to the facade guidelines established by the 2024 Alexandria Mayor’s office. The document specifying the design standards is attached.

ELIGIBLE PROPERTIES

- Intended grant recipient properties are located in specified boundaries set for the Sign Reimbursement Project and Alexandria’s current city boundaries for the Façade Project.
- Applicant must be current on all local and state taxes, free of contractor liens, current on all permit fees, compliant with all local municipal codes, and free of foreclosure status.
- Property must have commercial activity as its primary purpose.

ELIGIBLE ACTIVITIES

- Signage
- Restoration of original façade
- New façade if it meets design standards set forth by the Façade guidelines, Cornices, entrances, doors, decorative detail, or awnings
- Masonry repair
- Painting or cleaning as it relates to prepping for painting
- Other activities that restore the original exterior architecture
- Exterior cladding, only as part of a larger project
- Window repair and replacement if part of a larger façade improvement
- Architectural fees associated with the façade improvements
- Demolition as scope of work in renovation project
- Exterior lighting

- Alleyway enhancements

INELIGIBLE ACTIVITIES

- Interior work
- Activities not visible from the public right-of-way
- Demolition or acquisition of property
- Permit fees
- Sidewalk or paving
- Roof repairs or replacement
- Repair or creation of features not consistent with the design standards set for the area
- Labor cost performed by the applicant or employees of the applicant

GUIDELINES

- The applicant must explain how the use of the grant funds for façade improvements will retain or expand significant business enterprise in the City of Alexandria.
- No work may begin until funding has been approved.
- The applicant must be the owner of the building, or if a lessee, must have written permission from the building owner at the time of application.
- The amount of the grant can be for no more than 50% of the total project cost.
- Local contractors, materials, and tradesmen should be used for the work. Contractors, electricians, and other tradesmen must be licensed in their field as required by local and state authorities.
- Project eligibility is at the full discretion of the Alexandria Façade Grant Project Design Advisory Board.
- All rules and guidelines are subject to change at any time.
- All work must be completed within nine (9) months of grant award
- Upon acceptance of the application, the applicant will enter into a contract with the City of Alexandria, highlighting the procedure of grant payment to the applicant upon project completion.
- Applications will be reviewed as submitted. Once the program funding has been utilized, no further projects will be granted for the given year.
- All projects must comply with the City of Alexandria's Unified Development Ordinance, municipal codes, and design guidelines.
- The property or properties of the owner must not be delinquent of any property taxes, city liens, or fines.

APPLICATION CHECKLIST: All information below must be turned in with the application.

1. A completed application form
2. Receipt of payment of current real estate taxes
3. Written permission from the property owner to conduct façade improvements
4. Color photographs of existing conditions
5. Samples of materials and colors to be used
6. Any other documentation necessary to illustrate the visual impact of the project
7. Detailed proposal from the contractor showing scope of work, costs, and project timeline

Introduction:

The grant policy for the Alexandria Façade Grant Project is a general standard for outlining program criteria in order to process grant applications consistently. The policies and guidelines shall be based on the fundamentals deemed necessary to award the grant and to protect the major assets of the City of Alexandria.

Geographic Market:

Grants will only be awarded to properties within the City of Alexandria. If City boundaries should change within a given year, properties within the new boundaries will be eligible the following year.

Grant Design Advisory Board:

Alexandria Façade Grant Design Advisory Board (“GDAB”) shall be the Director of Economic Development and the Building Commissioner. The Mayor’s Office shall collect, process, and maintain grant applications. The GDAB will meet monthly or as necessary to discuss pending grant application requests. The Mayor’s Office shall provide the GDAB with copies of grant requests prior to the meeting.

Duties and Authority:

The GDAB shall review all new grant application requests to verify adherence to program guidelines. If the application complies with all guidelines and program funds are available, the GBAD shall make their recommendation for approval to the Alexandria City Council.

If the grant request does not meet all the guidelines or funds are unavailable, the GDAB may deny it. The GDAB has the authority to approve and recommend with explanation any request that does not meet all the guidelines.

All new recommendations for approvals and denials shall be reported to the Alexandria City Council during a Council meeting along with a consolidated report of funds disbursed and remaining.

Applicants may request an increase in the awarded grant amounts during construction due to unforeseen circumstances. Each request must be approved by the GDAB, and any increase will be placed before the Alexandria City Council for final approval, but shall not exceed the \$25,000 limit.

Staff Responsibilities:

Alexandria Mayor’s office will assemble the necessary documents for each grant application prior to submission to the GDAB for review.

A file will be maintained so that any GDAB member can quickly access the status of the request. The Alexandria Mayor’s office will process all grant requests in a timely manner. GDAB members may consult with the City of Alexandria attorney when applications beyond their area of expertise arise.

In addition to processing and compiling data for grant requests, the Mayor’s office will keep ongoing records of all files.

Conflict of Interest:

GDAB members and Alexandria City Council members shall abstain from voting when considering an application submitted by any person to whom they are related as defined under Ind. Code 4-2-6-1(16) or have a business relationship as defined under Ind. Code 4-2-6-1(a)(5)(A).

Grant Programs and Policy Approval:

The Alexandria Façade Grant Project and policies will be reviewed annually by the Alexandria Redevelopment Committee. Modifications to the programs and policies will be recommended periodically as the environment changes or as regulatory requirements dictate. The Alexandria City Council shall have the authority to approve or amend any changes to these policies.

Policy Implementation:

The Alexandria City Council shall be responsible for implementing this grant policy and supplements detailing guidelines and/or procedures.

Exemptions to Policy:

It is recognized that there will be occasions when legitimate exceptions to this grant policy arise. In no event, however, shall an exception be granted which would violate regulatory requirements. Each exception to the policy shall be clearly defined in the analysis of the request and formal approval issued by the Alexandria City Council. In all cases, full justification for the decision must be disclosed and documented.



Façade Grant Program Application

Applicant Information

Name:
Phone:
Referred by:

For Office Use Only

Application Date:
Approval Date:
File Number:
Amt Requested:
Amt Approved:

Property Owner Information

Name:	Years Owned:
Address:	Phone:
Type of Ownership:	Email:

Business and/or Project Location Information

Business Name:	Project Owner Name:
Address:	Phone:
Type of Business:	Property Use:

Proposed Improvements (Attach Additional Pages, Drawings, SPP and/or Photos as Needed)

Description of Improvements:	
Are there other improvements being made to the property that are not eligible for the façade grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a written description to the application, including the dollar amount of the improvements.	
Estimated improvement cost for publicly visible façade:	

The applicant owns leases the property in consideration.

The applicant agrees that the requested façade improvements using grant funds will be made to retain or expand significant business enterprise within the City of Alexandria. The applicant has read and agrees to comply with the City of Alexandria's architectural design guidelines and to complete the project within the specified time allowed. All required materials for a complete application are attached to this form.

Applicant Signature:

Date: