

THIS IS A PREVIEW ONLY FORM for the Sheridan Facade Improvement Grant (SFIG)

NOTE: This is a PDF view of the application so applicants can anticipate what will be needed for full application. An active link will be sent to individual applicants upon receipt of the Sheridan Facade Grant Interest and Inventory form located on the Town of Sheridan webpage (www.sheridan.in.gov).

Administered by the Sheridan Redevelopment Commission

The commercial property owners and tenants within the Town of Sheridan are integral to the commercial viability of the community.

Purpose:

The purpose of this Facade Improvement Matching Grant Program is to encourage efforts to improve the aesthetic appearance of the Town of Sheridan's Main Street. The focus of this program is encouragement and assistance for business property owners in making improvements to their business property facades and, in turn, for helping stimulate the business environment of Sheridan's Main Street.

CONGRATULATIONS:

Following review of your submitted SFIG Interest and Readiness Questionnaire, you have been selected by the SFIG Organization Committee to complete and submit this grant application for funding a facade improvement project. Applications are to be completed and submitted within six weeks from receipt of this application. All applications must be submitted by

1. completing the online form sent to you via email, or
2. printing the online form sent to you via email and dropping off or mailing to Sheridan's Municipal Building, 506 Main Street, Sheridan, Indiana 46069. The office is open Monday through Friday, 8:00 A.M. to 5:00 P.M.

Upon receipt of a completed application, the SFIG Organization Committee will review to assure that:

1. All questions have been answered completely;
2. All materials are submitted in full;
3. An approved Reference Exhibit, defined within the body of this application, or an approved independent design provided by a professional illustrating the proposed design is attached; and
4. Vendor quotes are complete and exact.

Applicant will have five days to respond to any Committee requests for clarification and/or additional information.

The Organization Committee forwards all complete applications to Design Review Committee for review. Applicants will be notified within two weeks of receipt of a fully completed application, including

responses to any Committee requests, that their completed application has been forwarded to the Design Review Committee.

The Design Review Committee reviews applications quarterly batching all applications received within a defined quarter of a calendar year. The Design Review Committee forwards recommendations to the Sheridan Redevelopment Commission (RDC) for final award decisions. Final RDC award decision and notifications to applicants will be made on a timeline that falls within three-month windows following typical quarters (Quarter 1 is January, February, March, etc.).

Final RDC award decisions are announced in a public meeting.

Selected Grantees (applicants being awarded a grant) will receive an award letter and a SFIG agreement letter. Grantees should not begin any project work until receipt of the award letter and a signed SFIG agreement letter is on file with the Organization Committee. To do so may void grant.

Grantees will be notified by the SFIG Organization Committee before any public announcement.

If you have any questions or need any assistance in completing this application, please contact Cindy Keever, Chair, SFIG Organization Committee by phone or text to 317-710-4514.

Accepting an Award Grant indicates that you are committed to compliance with the following guidelines when at all possible:

- **When possible and appropriate, maintains historic or architectural integrity of the building.**
- **Preserves or restores architectural features.**
- **Uses materials and colors that match building or district identity.**
- **Takes cues from neighboring buildings.**
- **Maintains continuity with character of the district (e.g. storefront, retail, etc).**
- **Improves or maintains interest and appeal at the street level.**
- **Expands or maintains visual access to building interiors.**
- **Agreement that the SFIG committees have the right for establishing announced, intermittent walk throughs throughout the project.**

BEFORE YOU BEGIN:

All of the items below are required to be submitted with your application. You can either submit your application electronically via access through a link emailed to you which will allow for uploaded images and documents. Or, you can print a copy of the application emailed to you, complete the application, include in your packet any images and/or documents, and deliver or mail the packet to Sheridan's Municipal Building, 506 S Main Street.

- **Photo of proposed project area as is (will be labeled Exhibit A)**
- **Reference Exhibit defined as: illustration, drawing, or sketch of your proposed projects results created in collaboration with a professional familiar with historic districts and buildings, including**

guidelines provided by the National Register of Historic Places. Applicant will work with the SFIG Organization Committee for securing an appropriate exhibit. There are available funds for securing an exhibit. (Exhibit B)

- **Notarized letter of permission from building owner (if you are not the building owner). (Exhibit C)**
- **Exhibit D will be a spreadsheet (find form in appendix of this application) providing details of all vendor information and quotes.**
- **Exhibits E and as many sequentially lettered exhibits as needed will be where you attach three estimates/quotes from qualified vendors for each, individual work to be done. (The RDC, may at its discretion, waive the number of estimates required upon written request from the owner citing specific reasons why three estimates are not possible. Additionally, the RDC may waive qualified contractor requirement based on the applicant's ability to demonstrate self-performance at an acceptable level of quality. IF A WAIVER has been obtained, Exhibit E will be copies of the written request and RDC response.)**

LET'S GET STARTED:

*** Indicates required question**

1. Email *

2. First and Last Name of the person completing this application. *

3. Email address of person completing/submitting this application. *

4. Mailing address of person completing/submitting this application.

5. Address of property where Facade Improvement will take place.

6. Applicant preferred method of contact. (Please check one) *

Check all that apply.

Phone/text:

Email

Phone only

7. Are you the owner of the building?

Check all that apply.

YES

NO

8. If you are not the owner of the building, please provide:

Owner's full name'

Owner's email address

Owner's phone/text number

Owner's mailing address

*Will need to upload later the building owner's notarized letter giving permission for submission of this application and for work to be done. (Label Exhibit C).

9. Project Description:

Provide a complete detailed description of the work you are planning for the project. Include how the planned work aligns with the Reference Exhibit you will upload later. (Exhibit B)

Also, include if your project will require phases to complete your total renovation/improvement. Explain which part of those phases will be specifically funded with grant monies associated with this grant (including out-of-pocket expenditures and matching funds).

10. Total Project Cost:

Your planned project may include work that will not be covered by this grant. For example, the Grant may cover partial costs of the total work you are planning in this specific project. Be specific as to which work will be covered by the matching SFIG grant and any additional owner out-of-pocket expenses beyond those specifically meeting the match.

*Provide a brief estimated summary here. Detailed actual vendor will be provided later in a spreadsheet.

SAMPLE:

MATCHING GRANT REQUEST: \$20,000

TOTAL PROJECT COST: \$21,000

ITEM: Repair of front steps: \$6,000 matching grant (owner \$3,000 and grant \$3,000)

ITEM: Exterior lighting package: \$5300 matching grant (owner \$2650 and grant \$2650)

ITEM: Replacement with historically appropriate side/rear doors: \$9200 matching grant (owner \$4700 and grant \$4600). An additional owner cost of \$1000.

11. Anticipated project start date: *

12. Estimated Project Completion Date(s):

For total project:

For portion of the project specifically funded through this grant:

13. I am aware and commit to obtaining all necessary permits for all work. I will submit permits as requested to the SFIG Organization Committee and/or the Redevelopment Commission.

Check all that apply.

YES I commit to obtaining all permits and I agree to provide permits as requested

14. I agree to the use of my information (excluding actual vendor costs) for purposes of public announcement, celebrations, and public relations publications.

Check all that apply.

YES

NO

SIGNATURE AND VERIFICATION SECTION

15. Do you verify that the information provided is accurate and true and that you have the legal authority to apply for this grant?

Check all that apply.

I do

Other: please explain

16. Explanation for selecting "other" above.

- 17. The signature of person submitting the application and verifying the accuracy of its contents appears here:'

Please provide

Printed Name

Original signature for print copy submission/Digital signature for electronic submission.

Date of submission of this application.

DOCUMENTS AND EXHIBIT SUBMISSION

- 18. If you are submitting your application through the Google link, you may upload your Exhibits here.

Files submitted:

- 19. If you are mailing or dropping off a printed application, please list here the labelled Exhibits that you will be including with your printed application.

Appendix

FOR EXHIBIT C, you will need a spreadsheet of vendor quotes. Please create a sheet with these column headings:

Vendor Name

Vendor Address/Phone

Description of work to be done

Itemized estimates of each task

Total cost for work to be completed by this vendor

Will this be a vendor who will be working on the project? YES. NO

OR, email keevercynthia@gmail.com for a sheet to be sent to you.

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