

Downtown Frederick Façade Improvement Project

Who is Downtown Frederick Partnership?

Downtown Frederick Partnership is an economic development nonprofit dedicated to enhancing, promoting and preserving the vitality of Downtown Frederick. The Partnership is recognized by the National Trust for Historic Preservation, the State of Maryland and The City of Frederick as the Main Street organization for Downtown Frederick. The Main Street Program is a comprehensive approach to downtown revitalization now implemented in more than 1,000 cities across the nation.

What is the Downtown Frederick Partnership Façade Improvement Project?

The Façade Improvement Project offers up to \$10,000 in matching funds for façade improvement. Building and business owners can apply for up to 50 percent of the cost of their improvement project. The maximum grant contribution by the Partnership is \$10,000. The minimum grant contribution is \$500. **Work completed prior to a letter of commitment is not eligible for funding.** The goal of the project is to encourage building renovation, historic preservation and improved economic vitality by providing funding to upgrade Downtown Frederick building facades.

The Façade Improvement Project is administered by the Downtown Frederick Partnership Design Committee. The Design Committee is made up of Downtown Frederick business owners, architects, engineers, residents and others who want to improve the physical appearance of Downtown Frederick. The Façade Improvement Project is funded with monies from the State of Maryland's Neighborhood Business Works Program.

Who can apply for funding?

Any building owner or store owner/building tenant with authorization from the property owner can apply for funding. The primary focus of the project area is Market Street between South and Seventh Streets, Patrick Street between Bentz and Wisner Streets and Everedy Square/Shab Row. Additional locations on commercially oriented downtown blocks will be considered. Contact the Partnership to learn if your property is eligible. The building façade that faces a street is eligible for funding.

According to the State of Maryland's requirements for funding, the Partnership cannot provide assistance to certain uses/businesses. For a full list of ineligible uses, contact the Partnership at (301) 698-8118.

What types of improvements are eligible for funding?

- ✓ Painting
- ✓ Awnings
- ✓ Lighting
- ✓ Signage repair/new signage
- ✓ Masonry repair
- ✓ Door/window repair
- ✓ Removal of inappropriate or incompatible exterior finishes

Are there any design guidelines?

Yes. Projects must conform with the Frederick Town Historic District Design Guidelines. For more information on the Historic District Design Guidelines, please see The City of Frederick website (www.cityoffrederick.com) or contact the Preservation Planner at (301) 600-1792. Please note that the painting of a building does not require Historic Preservation Commission (HPC) approval. Regardless of whether HPC approval is required, projects must be approved by the Downtown Frederick Partnership Design Committee. Due to State funding requirements, projects also must be reviewed by the Maryland Historical Trust.

How does the application process work?

1. Applicants submit a completed application form. In order for the application to be considered complete, the applicant must submit: a) two color photos showing the existing building, b) detailed sketches or drawings of the proposed improvements and c) two bids on contractor letterhead. Once a completed application is submitted, the Design Committee will review the application and make a determination on the project. Applications are reviewed on a first-come, first served basis. Design Committee review will be completed in fewer than five days.
2. The Partnership also will forward the application to the Maryland Historic Trust (MHT) as required by the State of Maryland. MHT has 30 days to review the project. The applicant can pursue HDC approval, if needed, at the same time as the project is undergoing MHT review.
3. The Partnership will issue a letter of commitment when MHT and HPC, if required, approval is granted. The letter will include the specific amount granted and any conditions of approval. The amount of the grant award is set out in the letter of commitment and will not be changed after project initiation. ***Work completed prior to a letter of commitment is not eligible for funding.***

What happens after a project is selected for funding?

Work selected for a matching grant must be completed within six (6) months. The six-month time period will begin after the acquisition of any necessary approvals and/or permits. Depending on the scope of the project, extensions may be requested.

The applicant is responsible for obtaining all building permits and any other required City approvals for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements.

Downtown Frederick Partnership

Downtown Frederick Partnership may promote an approved project including, but not limited to, displaying Partnership signage at the site, during and after construction, and using photographs and descriptions of the project in the Partnership's materials.

How do I get reimbursed for my project?

Grant funds are issued on a reimbursement basis and cannot be issued until the project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work and a Design Committee member or the Partnership staff must review the completed project to determine that the work performed is consistent with the work approved. Once the work is approved, the Partnership will process a reimbursement check. The state generally takes between 30 – 60 days to process a reimbursement check.

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Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Property owner's name (if different from above): _____

Property owner's address: _____

Property owner's phone number: _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Façade Improvements

Please describe below the proposed improvements to the property. The following must accompany this application: two color photographs that show existing conditions, detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials); and two bids on contractor letterhead.

Proposed improvements: _____

Total proposed budget: _____ Proposed start date: _____ Estimated completion: _____

Signature of applicant _____ Date: _____

If applicable, I, as a member of the Downtown Frederick Partnership Design Committee, recused myself from voting on this application.

Signature _____ Date: _____

Two color photos Two contractor bids Drawing(s) attached

For Partnership Use: Approved Grant \$ _____ Date _____

HDC Approval: _____ Date _____

Partnership Letter of Commitment: _____ Date _____

Project Completion Review: _____ Date _____

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General Conditions

It is expressly understood and agreed that the applicant is not an agent, employee or subcontractor of Downtown Frederick Partnership, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HDO requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Downtown Frederick Partnership, Inc. and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Downtown Frederick Partnership, Inc. to promote an approved project, including, but not limited to, displaying Partnership signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

Signature of the applicant: _____ Date: _____

If the applicant is not the property owner, please have the property owner or an authorized representative review and co-sign the application below.

As owner of the property at _____ I have reviewed the above application and authorize operator of _____ at said address to perform the façade improvements described above as part of the Downtown Frederick Partnership, Inc. Façade Improvement Project.

Signature of property owner
or authorized representative: _____ Date: _____