



Commercial Façade Improvement (CFI) Matching Grant Application

INTRODUCTION

The Commercial Façade Improvement Matching Grant Program was created to encourage efforts to improve the street appearance of Brewerytown and Fairmount's commercial façades. The program is funded and administered by the Fairmount Community Development Corporation.

Eligibility & Qualified Locations

1. The property must be within the boundaries of the Fairmount Community Development Corporation.

Fairmount Community Development Corporation Neighborhood Boundaries

North: Girard Avenue

South: Fairmount Avenue

East: Corinthian Avenue

West: Fairmount Park

2. Only commercially or mixed-use zoned property is eligible, no 'home-based businesses' or properties zoned residential-only will be considered or allowed. Zoning variances that allow for commercial use will be considered as commercial. Residential portions of facades should be tied in to the overall façade redesign.
3. Both owner-occupied and leased properties are eligible; however the tenant or lessee must obtain the Owner's written authorization before beginning the application process.
4. Grant monies must be used for street facade (visible from the street) improvements such as paint, lighting, window repair or replacement, masonry repair and appropriate signage, as approved by committee. Sidewalks, driveways, parking lot surfaces and striping do not qualify for facade Grant monies.
5. **Single Property with Multiple Tenants; Single Business Spanning Multiple Properties; Single Property with Multiple Owners:**
 - a. For all intents and purposes, the Grants are meant to improve an entire commercial property, and not any individual business or businesses at the exclusion of others within the property.
 - b. Properties with multiple business tenants must apply the same façade improvement principles across the entire property concurrently and as one project.
 - c. Businesses spanning more than one property must apply the façade improvements across the entire business façade at the same time. In that case the owner or tenant of each affected property may apply for a separate Grant covering that physical portion of the business on his or her property.

- d. In the case of multiple owners of a single commercial property, only one Grant may be used per property.

GRANT FUNDING

This is a matching grant program; in other words, the applicant must put in \$1 of private funding for every \$1 of façade grant. The grant runs on a "first come, first serve" basis.

Fairmount Community Development Corporation will reimburse applicants up to 50% of the costs for eligible improvements, up to a maximum of \$5,000. If the business/applicant is located off the Fairmount and Girard Avenue commercial corridors, the maximum reimbursement amount is \$2,500. Grants will be limited to one application per business per fiscal year.

Owners of vacant buildings shall be eligible if the owner's purpose is to rehabilitate the structure to attract eligible businesses. Expenses will be **reimbursed** only after an eligible business occupies the space and opens to the public.

Matching grants will be distributed in the form of a **reimbursement**, once construction is complete and the terms stated in the program requirements section of this application have been met. If the terms of the program requirement are not met, the reimbursement will not be issued. Reimbursements are issued in the form of a check payable to the business or property owner.

Eligible Improvements

FCDC CFI Grants will only be provided for visible, "curbside appeal" exterior improvements that meet all applicable Pennsylvania codes and ordinances and are consistent with Fairmount CDC's Commercial Façade Improvement Design Guide.

Such improvements include, but are not limited to:

- Façade detail and trim restoration or replacement
- Brick, stone, and wood façade restoration or replacement
- Restoration or replacement of window and door framesets (with special consideration for increased energy-efficiency)
- Restoration or addition of building fenestration (window and door openings)
- Addition or replacement of awnings and canopies
- Improved exterior signage
- Exterior façade and signage lighting
- Show window signage where facing, and visible to, the public right-of-way
- Decorative exterior lighting that is an integral part of a larger façade project
- Permanent landscape improvements that add taxable value to the property

Ineligible Improvements & Exclusions

Generally, FCDC CFI Matching Grant funds cannot be used for general repair and routine property maintenance items such as roof repairs, gutters and downspouts, paving, routine painting, and glass replacement unless part of a restoration or new installation.

Ineligible improvements include, but are not limited to:

- Any interior work not directly related to exterior modifications
- Security and fire systems
- Security and lot lighting except where decorative and is part of a larger façade improvement project
- Painting of original brick or stone facade
- Playground and recreational equipment
- Covering of original building details or fenestrations except where judged absolutely necessary
- Paving or sidewalk repair/replacement
- Structural repairs
- Trees, plants, flowers, and groundcover materials

DESIGN SERVICES

If you do not have your own Architect, Fairmount Community Development Corporation will provide free architectural design services to eligible applicants. The Architect and Fairmount CDC staff will work directly with property and business owners to create design improvements that are compatible with the building and neighborhood. If you prefer to use your own Architect for design services, we do not cover the costs of the Architect or designs rendered.

CONSTRUCTION & PROJECT COMPLETION

1. The applicant will hire the contractor(s) and coordinate construction activities with the contractor. Fairmount CDC staff will not coordinate contractor's work. The Fairmount CDC staff may refer applicants to various contractors or vendors, however the applicant is solely responsible to any contractors or vendors that it hires or contracts with.
2. Façade grant applicants must adhere to the City's zoning and building codes. Applicants and their contractors must obtain all appropriate building, zoning and other permits required by the City prior to construction. The permit fees are ineligible expenses under FCDC's Commercial Façade Improvement Matching Grant.
3. Contractor change orders should not be made without the approval of Fairmount CDC staff and project Architect. Applicants are responsible for any approved change orders that may affect an increase in contractor pricing and project budget.
4. Façade grant applicants are responsible for monitoring work completed by contractors/vendors to make sure that it is done according to all drawings, specifications and agreement. If necessary, a pre-construction meeting may be required in order to solidify all arrangements.
5. Once work is completed, Fairmount CDC staff will review the completed improvements to ensure that the agreed upon design has been executed correctly.

PROGRAM REQUIREMENTS

The following requirements must be met to participate in the Commercial Façade Improvement Matching Grant Program.

1. Applicants must ensure that all required permits will be obtained for all façade improvements as part of the Façade Improvement Program.
2. All applicants must comply with the City of Philadelphia's current zoning.

3. The design phase of the façade grant must be approved by Fairmount CDC staff before installation and/or construction.
4. All Commercial Façade Improvement (CFI) Matching Grant Applicants MUST submit:
 - a signed and dated scope of work from all contractors
 - verification of payment to all contractors (canceled check, other)
 - If appropriate, proof of permit compliance from the City Of Philadelphia
5. Work can not commence until the application has been approved.

Date: _____

I. APPLICANT INFORMATION

1. Applicant's Name: _____
Project Address: _____
Mailing Address: _____
Telephone Number(s): _____
Fax Number: _____
E-mail: _____ Web Site: _____

2. Business Organization of Applicant:
 Corporation (d/b/a) or Partnership or Sole Proprietorship
Business Name: _____
How long has the business been at the current location? _____

3. Owners and Officers in Applicant's Business Organization

Position	Name and Address
_____	_____
_____	_____
_____	_____

4. Relationship of Applicant to the building to be improved under CFI Grant:
 Owner: Attach proof of ownership (tax bills, title deed, etc)
 Tenant: a. Attach terms, length, and expiration date of present lease and,
b. Building owner or authorized representative must certify in Section IV approval to participate in Commercial Façade Improvement Program

5. For building owner / applicants: Have all City of Philadelphia taxes levied on the building and property described in this application been paid to date?
Yes No If No, please attach explanation.

6. Provide a list of ALL businesses operating from the project address – attach a separate sheet if necessary:

Business Name	Business Type	Owner's Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. PROPOSED FAÇADE PROJECT INFORMATION

Examples of work covered under this phase of the grant include signage, suspension arms, awnings, exterior signage lighting and electrical work to install lighting, and window lettering.

1. Description of Building to be improved:

Street Address: _____

Building Dimensions:

Frontage _____ feet Depth _____ feet Height _____ feet

2. Description of proposed improvement:

Size: _____

Materials Preference: _____

Location of Signage: _____

Type of Signage (Projecting, flush mount, etc.): _____

Lighting? _____

Existing armature New armature

3. Please indicate the funding source(s) of the 1 to 1 match (e.g. bank loan, personal investment, etc). *Most basic double-sided Alumalite signs from our fabricator range in cost from \$250 to \$600, however the use of higher-end materials, required design assistance, and permitting may increase this cost considerably.*

4. For larger projects, please list any loans you are seeking in connection with this project (include type of loan, amount and source or financial institution):

5. If known, please provide information on the architect responsible for your drawings, plans and permits (*While the sign fabricator can provide assistance with permitting, business owners are SOLELY RESPONSIBLE for securing all necessary permits*):

Name: _____

Address: _____

Telephone No. _____ E-mail: _____

6. Would you like Design Assistance from the sign fabricator?

Yes No

III. REQUIRED ATTACHMENTS CHECKLIST

- Photograph of façade
- Lease, Deed or proof of occupancy
- Sketches or plans of proposed façade
- Proof of permitting compliant with the City of Philadelphia's code

IV. CERTIFICATION

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the Fairmount Community Development Corporation of any changes in the proposed project which may occur.

If awarded a Commercial Façade Improvement Grant, business owners will be expected to display a small window decal indicating that they have been awarded this grant.

Signature of Building Owner

Date

Print Name

Signature of Commercial Tenant (if Applicant)

Date

Print Name

V. APPLICATION SUBMISSION

Please submit all application materials to the Fairmount CDC Office.

Fairmount Community Development Corporation

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Philadelphia PA 19130

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