



FAÇADE RENEW

Grant Application

July 1, 2019 – June 30, 2020

* Applications will not be considered if work has already begun on the proposed improvement. *

Applicant Information	
Applicant Name:	
Business Name:	
Mailing Address: City/State/Zip	
Email Address:	Daytime Phone:
Property Owners Name & Address (if different from Applicant):	Reminder: Owners written consent <i>must</i> be attached.

Building Information
Property Address:
Current Building Use:
Number of Businesses in the Building:
Are property taxes current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property located in the Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Employees:

Project Overview	
Brief description of project improvements:	
When will the project begin?	When will project be completed?
Has any portion of the project been started? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reminder: Applications for projects where work has already begun WILL NOT be considered for funding.
Façade Project Cost:	Total Project Cost:
Amount of Grant Funding being requested:	

Required Attachments - The following must be attached to the application in order for your application to be considered.	Check if submitted:
Work (installation/construction) has not begun on the proposed project. Woodstock Façade Grant Guidelines state that all applications must be submitted and approved PRIOR to beginning the improvement.	<input type="checkbox"/>
Photographs clearly showing existing conditions of the building to be improved. (Minimum of 2 required) Electronic photos to: katie.mercer@townofwoodstockva.gov	<input type="checkbox"/>
A full written description of the proposed work.	<input type="checkbox"/>
Drawings that adequately and comprehensively show the proposed project including details of cornices, windows, doors, shutters, decorative elements, awnings, colors, historical elements, etc.	<input type="checkbox"/>
List of proposed materials, including material specifications.	<input type="checkbox"/>
A written cost estimate for all aspects of the of the façade improvements.	<input type="checkbox"/>
Property owner's written consent. Must include responsible fiscal party.	<input type="checkbox"/>
Proof that contractor and subcontractor are licensed to work in the Town of Woodstock. (Business License)	<input type="checkbox"/>

I understand that in order for my request for a façade improvement grant to be considered, I must adhere to the Façade RENEW Guidelines that have been provided to me. I also understand that the program is funded through the Woodstock Economic Development Authority (EDA) and monies are available on a rolling basis and subject to annual appropriations. I also understand that monies are granted on a reimbursement basis following application approval, completion of work, inspection of work by Town staff and the Façade RENEW Committee, and submission of paid invoices and receipts. I also understand that any changes made to the project after the grant is approved require an addendum to the original application and may result in a change in grant funding originally allocated by the Woodstock EDA. Changes may also disqualify funding of the entire project. I also understand that work must be completed within nine (9) months from the date of approval by the Woodstock EDA or I must reapply for funding, if still available.

I certify the accuracy of all information submitted with the application.

Applicant Signature

Date

Please initial below that you agree to hang a banner (supplied to you) recognizing the Façade RENEW Program for co-funding the project. _____

For Office Use Only

Date Application Rec'd:	Amount Awarded:
Date work approved:	Date work completed & inspected:
Date of Reimbursement:	Amount of Reimbursement:

Last Revision Date
4/30/2019

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