



Fairport Local Development Corporation

Sign, Façade and Frontage Grant Program

PROGRAM OUTLINE

The **Sign, Façade and Frontage Grant Program** is an **incentive** program designed to help owners of commercial properties or business owners to make sign, façade and frontage improvements that enhance the attractiveness of their properties as viewed from the street, the canal or other public right-of-ways.

Funding Availability:

The FLDC will provide a partial **reimbursement** of the cost of Sign, Façade or Frontage improvements to a commercial building as outlined below. **The total reimbursement shall not exceed \$10,000 for any individual business or property. The project must include a minimum capital investment of \$10,000.**

Funding will be awarded through a competitive process. To receive funds, an applicant must submit a complete application package to the FLDC for consideration.

The FLDC will only reimburse those costs deemed to be reasonable and appropriate to complete the proposed project which have been approved in advance by the FLDC. **Sales tax is not an eligible expense. Personal labor by the business or property owner is not a reimbursable project expense.**

This is a Reimbursement program. Funds shall not be provided in advance of construction, project completion or full payment for the project by the grant recipient.

Eligible Applicants:

Owners of business and/or commercial properties within the Village of Fairport may apply for the grant program. Tenants operating a business shall be eligible to apply for the program. Tenants must provide written acknowledgement and approval from the owner of the building at the time of application to be considered for participation in the program. Eligible applicants may include any retail business or professional service use that is operating in conformity with the village's regulations.

Strictly residential buildings are not eligible for funding, however, mixed-use buildings that include both commercial and residential use are eligible.

**Community.
Collaboration.
Connection.**



Project Eligibility:

This is an **INCENTIVE** program. To be eligible for consideration, the project must not yet be under construction, and no contracts may have been signed for this project. Projects must be approved for grant funding before work begins. No grant funds will be awarded for unapproved work or projects started prior to grant approval.

Qualification for participation in the Sign, Façade, and Frontage Grant program will be determined by FLDC at its sole discretion.

Real Property Tax Obligations:

Applicants for participation in the Sign, Facade or Frontage Grant Program will not be approved unless the property owner is current on all County, Town, Village and School real property taxes as well as any outstanding Fairport Municipal Electric obligations. Proof of payment may be required.

Eligible Activities:

- New sign - • Repair or replacement of existing sign
- Installation of new awning - • Repair or replacement of existing awning
- Exterior painting as a component of a larger project
- New exterior lighting - • Repair or replacement of existing exterior lighting
- Cleaning and re-pointing of brick on façade as a component of a larger project
- Repair or replacement of façade windows
- Repair, replacement, or installation of frontage improvements that in the sole discretion of FLDC are appropriate. For example, patio areas, fencing, landscape.
- Façade renovations shall include the full building façade (phased façade renovations will not be considered).
- Other activities, upon approval by the FLDC (may include specific projects not listed here).

Ineligible Activities

- **Routine maintenance is not eligible.**
- Improvements that are not visible from the street or the canal. For example, roof repair or replacement costs are not eligible.
- No outbuilding or accessory buildings such as garages and barns shall be eligible.
- Design elements not specifically related to signage are not eligible for funding (i.e.: design work that could be used on letterhead or advertising.)
- Other activities/improvements/project costs as determined by FLDC at its sole discretion.



Targeted Grant Funding:

To increase accessibility into storefronts and improve the physical appearance of the commercial buildings in the Village including those property facades that are viewable from the canal:

Façade & Frontage Improvements:

50% matching grant up to \$10,000 for façade & frontage improvements, including upgraded windows and doors, architectural details, and restoration of historic features.

Signage, Lighting and Awning Improvements:

50% matching grant up to \$5,000 for signage, lighting, and awning improvements.

ADA Improvements:

90% matching grant up to \$10,000 for ADA improvements that provide fully automatic/power assisted doors.

THE TOTAL REIMBURSEMENT SHALL NOT EXCEED \$10,000 FOR ANY INDIVIDUAL BUSINESS OR PROPERTY.

Projects must be completed within nine (9) months of approval by FLDC.

- APPLICATIONS WILL BE ACCEPTED BY EMAIL ONLY TO: FAIRPORTOCED@FAIRPORTNY.COM
- **APPLICATIONS MUST BE SUBMITTED IN ONE (1) PDF DOCUMENT THAT CONTAINS ALL REQUIRED DOCUMENTATION.**
- APPLICATIONS THAT ARE MISSING INFORMATION OR THAT CONTAIN MORE THAN ONE FILE WILL BE REJECTED

Program Timeline:

- Program Open for Applications **August 1, 2023**
- Applications **will be accepted on a rolling basis until funds are exhausted.**
- Projects must be **completed within nine (9) months of approval by FLDC.**

Application Review:

Property/business owners must submit an application for participation in the program. Incomplete applications will not be considered for funding. Applications will be reviewed for funding approval by the FLDC Board.

Required Supporting Information

Following is a list of information needed in support of your application for Sign, Façade, and Frontage improvement funds. The applicant should note that this list may not be all inclusive and additional information can and will be requested at the option of the FLDC.

Incomplete applications will not be considered. Please be sure to answer all questions in the application and attach required exhibits.

Items Required for a Complete Grant Application:

SIGNS

1. Estimates from two (2) sign makers which include the following:
 - dimensions of sign
 - sign materials (e.g.: high density foam, etc.)
 - colors to be used on sign (specific color names or PMS color)
 - description of mounting hardware and brackets
 - cost estimates
 - colored rendering of the sign
2. Illustration of the placement of the signage on the building.
3. If the Applicant is not the property owner, you must include a letter from the property owner stating that the applicant is allowed to attach a sign to the front of their building.

NOTE:

- *You must apply for a Village sign permit and obtain approval before contracting for any sign materials.*
- *Sign permit approval does NOT guarantee grant approval.*
- *Grant funding must be applied for and approved BEFORE any sign construction is started.*

FAÇADE OR FRONTAGE IMPROVEMENTS

1. Written description of proposed project to include Project narrative with enough detail to ensure that the reviewer can understand the entire scope of the project.
2. **Color Rendering** of your proposed façade or frontage improvements.
3. A detailed cost estimate for each phase of the proposed project are required and must be included with the application. Specific Color and Material choices must be included.
4. If the Applicant is not the property owner, you must include a letter from the property owner stating that the applicant is allowed to make the proposed façade or frontage improvements.



Grant Approval:

Projects approved by the FLDC for funding will receive a written commitment letter from the FLDC detailing any supplemental information needed.

Completion Date:

All projects awarded funding under the Sign, Façade and Frontage Grant Program must be completed **within nine (9) months of approval by FLDC.**

Reimbursement Procedures:

Upon funding approval by the FLDC, the FLDC will send the applicant a written commitment for funding. The FLDC will provide reimbursement to the applicant for a portion of the cost of the improvements after the applicant has provided verification that the work has been completed as proposed and approved by the FLDC and that all vendors have been paid in full.

Applicants must document project expenditures and the required match to receive reimbursement. Proof of payment to the contractor/vendor is required. (Proof of payment includes a paid invoice and cancelled check.) Cash payments are not an acceptable form of payment and cannot be reimbursed. **Sales tax is not an eligible expense. Personal labor by the business or property owner is not a reimbursable project cost.**

Event of Default:

If the property improved under the Sign, Façade and Frontage Improvement Grant Program is sold, transferred, or foreclosed, or if there is a change in the ownership of the business or discontinuance of the business within the first, second, or third year after the date of completion of the work performed under the Program, the applicant must repay the FLDC as follows:

- **Year 1** **100% of the grant must be repaid**
- **Year 2** **66% of the grant must be repaid**
- **Year 3** **33% of the grant must be repaid**

Compliance with Local Regulations:

All sign, façade, and frontage improvements implemented under this program shall be in compliance with all Village laws, including zoning and sign regulations.

Property Maintenance:

Property owner must ensure all improvements are maintained for three years. Non-compliance will result in repayment of funds.



SIGN, FACADE & FRONTAGE GRANT PROGRAM

General Information

Table with 2 columns: APPLICANT BUSINESS NAME, APPLICANT CONTACT NAME, PROPERTY OWNER, PROPERTY OWNER CONTACT NAME, PROPERTY ADDRESS, PHONE NUMBER, APPLICANT IS: BUILDING OWNER, TENANT, EMAIL ADDRESS:

If tenant, the owner of the property must give written approval for the applicant to install signage or make improvements.

Project Information

Proposed work involves: Front of Building, Rear of Building, Side of Building

Proposed work is visible from public right-of-way: YES, NO (If NO, project is not eligible)

Project Includes: Signage, Windows/Doors, Painting, Masonry/Repointing, Awnings, Frontage, Lighted Window Displays, Other

Please describe exactly what you intend to use the grant funds for, if awarded. You may attach additional sheets if needed. You must include a "before" photo and colored renderings of your project.

Horizontal lines for project description



SIGN, FACADE & FRONTAGE GRANT PROGRAM

Cost Estimates for Sign and/or Façade Projects

Work to be Completed

Estimate

Table with 2 columns: Work to be Completed, Estimate. Multiple empty rows for data entry.

- Are your funds currently available for the entire project? Yes ___ No ___
If NO, do you need to secure bank financing to complete your project? Yes ___ No ___
Are Village, County and Town Taxes Current? Yes ___ No ___
Are School Taxes Current? Yes ___ No ___
Are Water/Sewer Bills Current? Yes ___ No ___
Are Fairport Municipal Electric Bills Current? Yes ___ No ___

If NO to any of the above answers, please explain.

Horizontal lines for providing an explanation.



SIGN, FACADE & FRONTAGE GRANT PROGRAM

Certification

I hereby certify that I am the owner/lessee of the property to be improved. To the best of my knowledge, all of the information provided in the application for the Fairport Local Development Corporation Sign, Façade, and Frontage Grant Program is true and correct. I understand that any willful misstatement of material fact will be grounds for disqualification. Fairport Local Development Corporation is hereby authorized to verify any of the above information in any appropriate matter, and to inspect the property prior to grant approval and following work completion.

I agree to cooperate with the FLDC and to comply with program requirements.

I understand that any contract for improvements to be paid for, in part, by the Program shall be between the contractor and myself, and that I should NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING. I understand that the grant payment is subject to satisfactory completion of the approved work. I also understand that FLDC is not responsible or liable for any breach of contract, faulty workmanship, accident, liability, or damage, which might arise from (my/our) relationship with the contractor.

I hereby grant the FLDC the unrestricted right to use, for any lawful purpose, photographs taken of the property listing herein, which I own and/or for which I have the authority to grant such permission, and to use my name in connection therewith if it so chooses. I release and discharge the FLDC from any and all claims or causes of action arising from the use of such photographs, including, without limitation, claims for libel or invasion of privacy.

I am eighteen years of age or older. I have read the program guidelines and application and understand its contents.

SIGNATURE: _____

DATE: _____

