

**Downtown Bristol
Façade Improvement Grant
Program Design - 2024**

Applications open: January 15th – March 8th
Winners announced: March 22nd, 2024

Eligible Area: Buildings must be physically located within the Historic Downtown District that Believe in Bristol serves.

Eligible Applicants: Must be the owner or tenant of the property, although if tenant is the applicant, the property owner must also sign the application.

Grant Amount Available: 50/50 match renovation costs; up to \$10,000 per façade. Reimbursement to be paid by Believe in Bristol upon completion of the renovation work.

Building Priority: Priority will be established for building applications based on the following criteria:

- Awards will be based on economic impact, appropriateness, creativity, timeliness, design quality, visual impact, degree of change between before and after, and level of contribution to neighboring properties and downtown revitalization.
- Depending on the needs of the target area, eligible activities could be historic rehabilitation and storefront improvements. The range of work generally includes anything related to improvement of the building exterior or visible from the street such as masonry repairs and pointing; facade painting, repair, reconstruction or replacement of historic features; awnings or canopies; signage and exterior lighting; gutters and downspouts; handicap accessibility; and window and door repair or replacement.
- The Property Owner's or Tenant's ability to finance the rehabilitation.

Application Process:

Applications for the façade improvement grant will be available from the Believe in Bristol office and website from January 15, 2024, to March 8, 2024. Proposals must pass a threshold review for eligibility, and will then be reviewed for quality and impact of the proposed improvements. Approval of applications will be considered based on the strength of proposals and economic development impact on the community.

- Upon submission of façade improvement grant application, applicant shall provide the following:
 - Detailed description of façade improvement project and economic impact on downtown community
 - Drawings and specifications provided by design professional or architect (must include estimates and projected timeline of project)
 - Current photographs of the building

Following selections, award recipients will be invited to attend an orientation that will include relevant City personnel and resources to assist in completing each project efficiently.

General Provisions of the Program: The general requirements for the Façade Improvement Program are listed below:

- The Believe in Bristol design committee may provide a list of available design resources and professionals to assist with outline drawings and specifications (“work write-up”) and cost estimates for each façade renovation project. Requirement for Architect will be at the discretion of the design committee based on complexity of project (repairs vs. major changes).
- The design professional shall work with the Property Owner to complete the work write-up based on the Owner’s and/or tenant’s design goals, budget, and input from Believe in Bristol design committee. All applicants are encouraged to follow the Secretary of the Interior’s Standards for Rehabilitation of Historic Buildings for all renovation work, especially if the building is listed on the Virginia Landmarks Register, the National Register of Historic Places or if it is a contributing structure to one of these districts.
- Property owners are required to obtain property permits for improvements that require closing of public right of ways (scaffolding, special equipment, etc.)
- The façade work write-up will be approved by the Believe in Bristol design committee prior to the start of work.
- The Property Owner shall enter into a contract with a Contractor for the work described in the work write-up according to the provisions of this document.
- All changes or substitutions to the work write up will be approved by Believe in Bristol.
- Property owners in Tennessee and Virginia are mandated to adhere to the respective state procurement policies and procedures.

Construction Contracts: Generally, the construction contracts must follow the provisions below:

- The contract for rehabilitation work shall be between the Owner and the Contractor. Believe in Bristol is neither responsible for the performance of the Contractor nor for payments to the Contractor.
- The Property Owner shall ensure that the Contractor is legally licensed for the work to be performed and has provided proof of General Liability Insurance and Workers Compensation Insurance.
- The Property Owner shall take full responsibility for the selection and management of the Contractor.
- The Property Owner shall commit financial resources to undertake 100% of the cost of the façade improvements, or shall have a written agreement with the tenant committing those resources.

Reimbursement:

- Following the final inspection and approval of the work by the design professional and representatives of Believe in Bristol design committee, Believe in Bristol will make a single lump-sum payment to the Owner based on the provisions of this document.
- All costs submitted for reimbursement shall be in accord with the work write-up or approved change orders. Reimbursements will only be made for the materials and labor necessary to complete the work write-up. Owners will not be reimbursed for tools, superfluous materials, restocking fees, improperly ordered or damaged material or work outside the work write-up.
- Believe in Bristol will make payment within thirty (30) days of the inspection and approval noted above.



By signing below, I certify that I have read the above statement and agree to the terms stated herein. *This signed document is to be turned in with application; a copy will be provided.*

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

(If applicable)

Property Owner Printed Name: _____

Property Owner Signature: _____

Date: _____