

## Downtown Matthews Facade Enhancement Grant

Property Owner's Name:

\_\_\_\_\_

Tenant's Name & Business:

\_\_\_\_\_

Applicant's Name and Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Applicant's Phone #:

\_\_\_\_\_

Project Property Address:

\_\_\_\_\_

Email:

\_\_\_\_\_

Please attach the following with this Application:

1. Color photographs clearly showing the existing condition of the proposed area of improvement.
2. Written specifications outlining the scope of the work.
3. Sketch or scaled drawings showing proposed renovations.
4. Written plans for proposed improvements to the building and proposed timeframe for such work.
5. Samples of all paint colors, awning fabrics, and building materials to be used if applicable.
6. Proposed budget and licensed contractor's cost estimates. Please provide a copy of his/her North Carolina Contractor's License number.
7. Written permission from the property owner if applicable.
8. Written approval from the Town of Matthews Planning & Development Department that the project meets zoning requirements.

Total cost of improvements: \$ \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Incomplete Applications will be returned.**

## Procedure for Receiving Grant

Grant applications may be submitted to the Town of Matthews Planning and Development Department at any time. Due to funding cycles, the awarding of grants is based on funding availability, and are awarded quarterly. Grants will be awarded to eligible applicants until all funds are expended.

1. A Pre-Application consultation with a representative of the Town of Matthews Planning & Development Department, is required.
2. The property owner or business owner submits a completed grant application, photographs, and drawings to the Town of Matthews EDAC. The package must be complete, including samples, in order to qualify for funding.
3. Following submission the property owner or business owner will have an opportunity to meet with an appointed EDAC member and a representative of the Planning and Development Department to discuss the project and answer questions.
4. The Planning and Development Department will provide a written report on the application to the EDAC and if approved, EDAC will recommend it to the Town Board for final approval then a grant agreement will be executed between Town and the applicant.
5. This is a reimbursable grant. Once the Town receives copies of all paid invoices, copies of checks showing proof of payment, and after the project has been inspected, grant funds will be disbursed.



*\*Submitting a grant application does not guarantee funds will be awarded.*

*\*\*Funding is contingent upon the annual budget for the program.*



## Downtown Matthews Facade Enhancement (MFE) Grant Program

A community development program established by the Town of Matthews under the authority of NC G.S. 160A-456 for the restoration or preservation of older neighborhoods or properties or the prevention of blight.

For questions or to apply for the Downtown Matthews Façade Enhancement Grant Program, contact:

### Town of Matthews Planning and Development Department

232 Matthews Station Street  
Matthews, NC 28105  
Jay Camp, Senior Planner  
704-708-1226  
[jcamp@matthewsnc.gov](mailto:jcamp@matthewsnc.gov)



# The Facade Enhancement Grant

## Purpose

The grant program was created to encourage private investment through the renovation of facades in downtown Matthews; to encourage good design that will serve as quality examples; and to preserve the architectural character that is unique to Matthews.

## Source of Funding

This program is made possible through an appropriation of the Town of Matthews Economic Development funds.

## Eligibility

1. Any property owner or tenant of a building located within the downtown overlay district is eligible to apply. All real property taxes must be paid in full.
2. Owners or tenants may request grant funds; however, tenants must submit the owner's written permission with their request.
3. A property that has received any other Town funds in the last 3 years, regardless of any change in ownership, is not eligible.
4. EDAC may deem a property previously receiving a grant eligible if:
  - a. At least 3 years have elapsed since the last grant was awarded and the property is in need of further improvement or
  - b. The existing business/property undergoes significant expansion which requires improvement to the property.

## Examples of Eligible Projects:

- Canvas-style awnings
- Paint removal from brick surfaces by chemical and water wash methods only
- Tuck-pointing of brick, masonry repair, and/or cleaning
- Repairing cornices
- Repair/replacement of windows and doors with compatible materials and design
- Removing false facades and other inappropriate additions
- Painting and exterior repairs to brick and wood surfaces
- Pedestrian friendly enhancements

## Guidelines:

1. All proposals must conform to all applicable zoning and building codes and other regulations.
2. Rehabilitation of a structure in the designated area should be considered a contemporary solution which respects the architectural and historical integrity of the entire building while retaining those elements that enhance the building.
3. Any improvements made through the Facade Enhancement Grant Program may not be removed for a period of five years from completion of the project.
4. All projects must be completed within 120 days of the date that the grant is awarded or the funds may be rescinded. Any extension beyond 120 days must be requested by the owner and approved by EDAC.
5. Facade grants may only be used to finance exterior improvements.
6. The Facade Enhancement Grant Program is for existing buildings only (at least 20 years old) and is not intended for buildings set to be demolished within five years or less.
7. Upon completion, the project will be inspected by EDAC for determination of compliance with the approved application.
8. The Town may require an architectural review of a proposed project prior to deciding on an application.

## Criteria:

Grants are awarded as follows:

- Grant amounts are based on the scale of the project. The guidelines are:

Up to \$10,000 =	up to \$2,500
\$10,001—\$20,000 =	up to \$3,500
\$20,001 and up =	up to \$5,000

Grant amounts may vary based on budget availability and the number of projects. The actual award will be recommended by EDAC to the Town Board.
- Proposals will be evaluated in terms of compliance with existing ordinances ([www.matthewsnc.com/departments/planninganddevelopment.aspx](http://www.matthewsnc.com/departments/planninganddevelopment.aspx)), innovation, context with the surrounding environments, scale, size, horticultural value, technical merit, and any other criteria that relates to the project and the impact on the visual and functional improvement to the district.
- If a building is sold after the funding has been approved, then the new owner has to accept the terms of the agreement in writing to remain eligible for the grant.

