

Hebron Facade Grant Program



Contact: Clerk-Treasurer
106 E. Sigler
PO Box 478
Hebron, IN 46341
219-996-4641

APPLICATION

APPLICANT INFORMATION

Name: _____
Phone: _____
Address: _____

FOR OFFICE USE ONLY

Application Date:
Approval Date:
Amount:

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business / Project Owner's Name:	
Address:	Phone:	
Town: Hebron	State: IN	Zip: 46341
Type of Business:		

PROPOSED IMPROVEMENTS (use separate sheet if necessary)

Facade Improvements:	
Sign Improvements:	
Other Improvements:	Estimated Cost of Improvements:

I have read the Hebron Facade Grant Program Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed. I will obtain all legally required permits from the Town and/or other entities, and I have obtained permission from all owners of the subject real estate and/or business to perform improvements as stated herein and as may be amended. I understand that reimbursement may take upwards of 60 days from the date of final approval of the completed project. I understand and agree that project approval is necessary for reimbursement and project approval is at the discretion of the Hebron Redevelopment Commission.

SIGNATURE:

DATE:

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Program Guidelines

Staff will determine if the submitted application package is sufficiently complete to review, and will send completed applications to the Hebron Redevelopment Commission (HRC).

The HRC meets once a month, during the first week of each month. The application package must be received at least two weeks before a Commission meeting to be discussed at that meeting.

The application package will be reviewed by the HRC to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the HRC will consider the following factors and may give priority to projects that meet the following criteria:

Will the project positively contribute to the Town's redevelopment effort?

Will the project eliminate a blighting influence?

Will the project substantially leverage more investments than the required matching amount of the grant?

Is the project compatible with the zoning district standards?

Will the project improve the aesthetics of the business and public area?

Program Guidelines

Award Reimbursement

Facade grant funds must be available in the grant fund to award grants. Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed two thousand, five hundred (\$2,500) per sign or five thousand (\$5,000) for any façade improvements per Ordinance 2016-04-19C. Reimbursement may take up to 60 days after all final approvals.

The HRC reserves the right to refuse reimbursements in whole or in part for work that:

- Do not conform to the proposals submitted with your application and authorized by the HRC.
- Are not completed within six (6) months. Since the HRC cannot reserve funds indefinitely, your grant may be subject to cancellation if not completed. ***Request for extensions will be considered only if in writing.***

Staff will inspect work to ensure that it complies with the approved plans. ***Any significant changes to the approved plan will require a written request from the applicant and approval by the HRC in order to apply grant funds to changed items.***

All work must be done on a street facing side of an existing building

All work must be done on the exterior of the building and result in a publicly visible improvement.

Facade Grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance.

To be eligible for a grant, the project must not be completed at the time of application submission. Applications for projects in progress and prospective projects will be accepted.

Required Materials for Reimbursement

Reimbursement can be expected in approximately **three (3) to six (6) weeks** after all of the following documentation has been submitted:

- Copies of all paid invoices, canceled checks, or bank statements for all of the facade work covered by grant. These must equal at least the requested matching amount plus the amount of the signage grant. All project expenditures must be paid by check (no cash). The invoices must be marked paid, signed, and dated by the contractors. ***Cash payments are not accepted.***
- Lien waivers cannot be substituted for canceled checks or bank statements.
- A signed request for disbursement form (the final page in this packet).

Businesses may apply for facade grant funds once every 4 months, provided that the prior project for which grant funds were approved has been completed.

Eligible Projects:

The following items are examples of projects eligible for reimbursement grants under the Town of Hebron's Facade Improvement Program:

- Exit doors (exterior) – installation, repair and replacement of exit doors and hardware to provide public access, and where it will improve the overall appearance of the building.
- Painting – painting of the exterior surface of buildings.
- Shutters and Awnings – repair, replacement or addition of exterior shutters and awnings.
- Signs – repair and replacement.
- Stairs, Porches, Railings, Exits – repair and/or replacement or installation of exterior stairs, porches, railings and exit facilities.
- Walls – repair and rebuilding of exterior walls, including: cleaning, sealing, tuck pointing, painting, etc.
- Windows – repair of frames, sills, glazing, replacement of glass and installation of new windows
- Roofs – repair and re-roofing, where the effects of the repair will be visible from a public street or public parking lot. (In general, sloping roofs would qualify, flat roofs would not).
- Walkways – sidewalks, pavers, plazas, and other permanent improvements designed primarily for pedestrian use, only in conjunction with rear entrance improvements.
- Landscaping of a permanent nature, such as rock, decorative fencing, or perennial plantings including trees and shrubs.
- Lighting – installation, repair and replacement of lighting mounted on a building that illuminates the facade or signage.
- Architectural Detail or Ornamentation – columns, brackets, cornice, niches, appropriate for the age and architecture of the building.

Ineligible Improvements and Properties:

The following items are not eligible for reimbursement grants under the Town of Hebron's Facade Improvement Program:

- Building Permit fees and related costs
- Taxes
- Extermination of insects, rodents, vermin and other pests
- Title reports and legal fees
- Acquisition of land or buildings
- Air conditioning and heating facilities
- Electrical wiring or service upgrade, except electrical work necessary to illuminate an eligible sign or exterior feature.
- Elevators – repair or installation
- Interior floor or ceiling replacement and repair
- Plumbing
- Refinancing existing debt
- Sprinkler systems
- Working capital for businesses
- Owners and merchants may perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. Material costs are reimbursable.

The following types of property are not eligible for the Hebron Façade Grant Program:

- Tax delinquent property
- Property whose owner has any other tax delinquent property
- Property in litigation
- Property in condemnation or receivership
- Exclusively residential buildings

