



FAÇADE RENEW Grant Application

* 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. If this project is phased, please explain the work and costs for each.	
When will the project begin?	When will project be completed?
Has any portion of the project begun? <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:	Reminder: Maximum Grant amount available per building is \$10,000

SEEKING FAÇADE IMPROVEMENTS 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"/>

SEEKING PROFESSIONAL FAÇADE DESIGN DRAWINGS 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"/>
Property owner's written consent. Must include responsible fiscal party.	<input type="checkbox"/>

I understand that in order for my request for a façade improvement grant to be approved I must submit a complete application-and follow the Façade Rehabilitation Guidelines. I also understand that monies are granted on a reimbursement basis following application approval, completion of work, inspection by the Façade RENEW Committee (FRC) and submission of paid receipts. I also understand that funding awarded is contingent upon the amount remaining in the budget at the time the application is submitted. I 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 Façade RENEW. Changes may also disqualify funding of the entire project.

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

Applicant Signature

Date

Please initial below that you agree to hang a sign (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:

TOWN OF WOODSTOCK

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