



## **Town of Derry**

### **Downtown Façade Improvement Program**

### **Grant Application**



#### **Application Checklist**

- ☐ Completed Application
- ☐ Project budget and task list
- ☐ Description of Project
- ☐ Current Pictures of Property
- ☐ Architectural Rendering of proposed improvements
- ☐ Proof of Matching Funds
- ☐ Written permission of property owner (for tenants and lessees)

## **ELIGIBLE FAÇADE IMPROVEMENT COMPONENTS**

Major maintenance, repair, rehabilitation and restoration of commercial storefronts and façades are eligible activities. Projects must achieve visible results that enhance Derry's downtown image, marketability, and economic vitality. Project components eligible for funding include:

- Exterior painting
- Removal of inappropriate and/or incompatible exterior finishes or materials
- Restoration/repair of exterior finishes or materials
- Reconfiguration of exterior doors or entrances
- Window repair/replacement
- Exterior Signs (new, repairs/replacement, lighting)
- Display lighting

## **APPLICATION PROCESS**

1. Complete the application and project plan, and submit it along with the other required items to [elizabethrobidoux@derrynh.org](mailto:elizabethrobidoux@derrynh.org).
2. All applications must be received no later than July 01, 2018 and all work must be completed by January 1, 2019.
3. The applicant will be contacted by the Town to confirm receipt and to arrange an onsite meeting to discuss the project in greater detail.
4. The applicant will provide any additional information required in order to present the application to the DFIP Review Committee.

## **APPROVAL PROCESS**

1. The DFIP Review Committee will review the application and project plan. The project plan should include but not be limited to current pictures of the storefront, detailed renovation plans to include architectural renderings, a facsimile of any sign improvements, and exterior paint/material samples. Please see the Design Criteria and Submission Guidelines for more detailed information.
2. The DFIP Review Committee will provide written notice with regard to the project review status within three weeks of receipt of the completed application.
3. Approved projects are to begin within the agreed upon timeline.
4. Declined projects will be given a detailed explanation of the reason for denial, and can re-apply with modifications.
5. The DFIP Review Committee shall review any changes to the construction plans. Any changes that are contrary to the original intent or proposal may result in the rescinding of the grant approval.

## REIMBURSEMENT PROCESS

1. The applicant will contact [elizabethrobidou@herrynh.org](mailto:elizabethrobidou@herrynh.org) to confirm project completion and to arrange for an inspection. This requirement does not negate the necessary building and life safety inspections which occur as part of the building permit process.
2. Any delays in the agreed upon deadline must be communicated to the Town two weeks prior to the deadline. Communication must include details on the revised deadline.
3. The Town will coordinate inspection of completed work.
4. The applicant must provide a financial report showing proof of expenses to the Town. Examples are cancelled checks, paid invoices, contractor's sworn statements, subcontractor's waivers of lien, etc. Reimbursement will be based upon actual project costs, not including "in-kind" or donated materials.
5. The Town will review the receipts/documentation for all work. Any expenditure made by the applicant not in accordance with the original design plan/approval will be disapproved and payment to the applicant adjusted accordingly.
6. The Town will reimburse the applicant for 50% of the project (\$5,000 maximum) for all approved work under the agreement.
7. For projects funded by the Derry Revolving Loan Fund, the Town will make payment on the loan administered by the Regional Economic Development Center (REDC) – up to a \$5,000 maximum.

**APPLICATION**  
**TOWN OF DERRY DOWNTOWN FAÇADE IMPROVEMENT PROGRAM**

Name of Applicant: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Owner(s) of property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a brief overview and history of the business/property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will the grant be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of grant request: \_\_\_\_\_

Total cost of work to be completed: \_\_\_\_\_

Estimated start work date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Current use of building

Floor one \_\_\_\_\_

Floor two \_\_\_\_\_

Floor three \_\_\_\_\_

Floor four \_\_\_\_\_

Will the current uses change following completion of the project? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current number of employees: \_\_\_\_\_

Number of new jobs created by this project: \_\_\_\_\_

Is this property or any of the listed owners under any unresolved or unsatisfied judgements or tax liens?

☐ Yes ☐ No

If the answer is yes, please attach information on the judgement/lien including the amount and taxing authority.

#### GENERAL CONDITIONS/GUIDELINES

1. The applicant has read the guidelines and for the Town of Derry Downtown Façade Improvement Program and understands the criteria for approval of the application.
2. The applicant understands and agrees this is a grant program and this is not a guarantee of acceptance of funding. The applicant understands there is an application and review process.

3. All work must comply with the Town's architectural and design requirements for the downtown area to be considered for the DFIP. Please see the Design Criteria and Submission Guidelines. Current regulations can be found in the Town of Derry Land Development Control Regulations, at Article XIV, Sections 170-80 through 170-88.
4. It is expressly understood and agreed the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, life safety codes, and other applicable state and local regulations.
5. It is expressly understood and agreed the applicant is responsible for verifying if the proposed changes require Town of Derry Planning Board review prior to undertaking construction.
6. It is expressly understood and agreed the applicant is responsible for ensuring the appropriate Sign Permits, Building Permits, or applicable Fire Department permits are secured prior to the start of work.
7. Work completed prior to final approval may be ineligible for funding.
8. The applicant will not hold the Town of Derry, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss in any way related to the Downtown Façade Improvement Program.
9. The applicant is responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Downtown Façade Improvement Program.
10. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti. There shall be no material changes to or adding to the façade, front or awning of such building without the appropriate approvals.
11. The applicant agrees to return a pro-rated amount of the grant money if the improvement is removed within two (2) years.

By signing below, I certify I am an Authorized Agent for the applicant. I further certify that the information provided on the applicant and its principals contained in this application and on any attachments is representative of the applicant's current financial condition. I further certify that the property identified in this application is not subject to any tax, mechanics or other liens not identified in this application and that this business and all listed owners are in good standing with all local, state and federal taxing entities.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

If the applicant is not the property owner, please have the property owner review the application and sign below.

As owner of the property located at \_\_\_\_\_, I have reviewed the above application and authorize the operator of \_\_\_\_\_ at said address to perform façade improvements described as above as part of the Town of Derry Downtown Façade Improvement Program.

Signature of Property Owner \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Application received: \_\_\_\_\_ By: \_\_\_\_\_

Forwarded to Review Committee: \_\_\_\_\_

Reviewed by Committee: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Amount of funds approved: \_\_\_\_\_