

CITY OF FOLEY
NATIONAL REGISTER AND LOCAL DOWNTOWN
HISTORIC DISTRICTS & MAIN STREET DISTRICT

January 18, 2022

-Incentive Grant Program –

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings and businesses located within the City of Foley's Local, National Historic Districts & the Foley Main Street District. These districts may grow or shrink over time or the geographic footprint of the area eligible for the Program could change via council action and the Incentive Grant program will tie to those geographic footprints as they change.

For the City of Foley's Local and National Historic Districts: the standard for design is based on the Foley Historical Commission Design Guidelines. Within the Foley Main Street District, outside the National Register and Local Historic Districts, those projects are approved by the city. The intent of the grant program is to encourage appropriate revitalization to as many private properties in the Districts as possible. Projects for structures located within the defined Districts, identified by maps available from the Foley Community Development Department, are eligible to apply for grants.

Work may include any exterior improvements deemed acceptable by the Foley Historical Commission, or City Council as appropriate. A wall mural can qualify as an improvement. However, the mural must abide by the mural and public art guidelines, the mural and public artwork city ordinance, as well as the incentive grant guidelines.

Inside:

- Grant Guidelines
- Application
- Acknowledgement & Agreement
- Application Checklist
- Certificate of Appropriateness Checklist

GUIDELINES

CITY OF FOLEY NATIONAL AND LOCAL HISTORIC DISTRICTS & MAIN STREET DISTRICT INCENTIVE GRANT PROGRAM GUIDELINES

January 18, 2022

I. GENERAL

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings located within the City of Foley's Local, and National Historic Districts & Main Street District.

II. ELIGIBLE PROPERTIES

- A. Projects for structures located within said Districts are eligible to apply for grant funding.
- B. The legal owner of the property as listed in the Baldwin County Property Records must provide permission for the work and must agree to the maintenance of the property regarding the grant-assisted work.

III. GUIDELINES

- A. Approval by the Foley City Council after review and recommendations from the Foley Historical Commission is required for projects within the National Register and Local Historic Districts. The Historical Commission will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision. The applicant may move forward with construction once approval has been granted by the Foley Historical Commission. However please note if construction begins prior to Council approval, it is done at the risk of the applicant. Until City Council takes action, there is not guarantee the grant will be approved.
- B. Approval by the Foley City Council after review and recommendations from the CDD is required for projects within the Foley Main Street District outside the National Register and Local Historic Districts. The CDD will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision. The applicant may move forward with construction once approval has been granted by the Community Development Department. However please note if construction begins prior to Council approval, it is done at the risk of the applicant. Until City Council takes action, there is not guarantee the grant will be approved.
- C. Grants are issued on a first-come, first-served basis subject to funding availability.
- D. Projects must commence within 90 days of City Council approval and must be completed within no more than 6 months from start of work. One request for an extension of 90 days may be approved by staff. Additional extension requests must go to City Council for review.

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- E. The maximum grant amount shall be the greater of either \$5,000, or the mathematically calculated grant amount as defined by the equation, $\$5.00 \times \text{number of square feet of façade facing a named public right-of-way} = \text{maximum grant amount}$. Front Facade square footage is measured and defined by the City of Foley Community Development Department. Regardless of maximum grant amount, all grants must be matched dollar for dollar by the applicant to secure grant dollars.
- F. The required match from the business and/or property owner may be in the form of cash. A Grant recipient must provide proof of cash payment.
- G. A separate \$500 fee may be needed depending on the scope of work. If needed it must be allocated from property owner for an architectural consultation and rendering of the project.
- H. Grants for a specific building cannot be re-applied for within five years from City Council approval and grant awards cannot exceed the total for the five year period.

IV. APPLICATION PROCESS

- A. IF in the Historic Districts: submit application to the Foley Historical Commission.
(See attached checklist for certificate of appropriateness)
IF only in the Main Street District: submit application to the CDD
- B. Submit:
 1. Incentive Grant Application and Agreement with 2 separate contractors' bids
 2. Maintenance Covenant Agreement
 3. Before photos of property to be improved
 4. Completed Certificate of Appropriateness
 5. If a mural, then a completed Foley Main Street Downtown Mural & Street Art Project Contract and Release

V. PROJECT

- A. Construction projects require building permits.
- B. Signs require permits.

These items may be obtained from the City of Foley Community Development Department.

VI. REIMBURSEMENT PROCESS

Reimbursement will occur after:

1. Project completion and final inspection by a member of the City of Foley Community Development Department.
2. Submission of paid invoices.
3. If progress payments are requested, reasonable invoices must be shown and inspection of progress is required. 20% of grant funds will be retained until completion of work. Payment of invoice may be requested paid by joint check to contractor and property owner.

Application

CITY OF FOLEY

NATIONAL AND LOCAL HISTORIC DISTRICTS & FOLEY MAIN STREET DISTRICT INCENTIVE GRANT APPLICATION

Applicant: _____

Property Owner: _____

Applicant Address: _____

Phone: _____ Email _____

Project Physical
Address: _____

Name of
Business: _____

Type of
Business: _____

Existing Business: _____ OR New Business: _____ Number of years in Business: _____

What effect do you think this project will have on your business? (may attach separate sheet)

Why do you want/need this grant? (may attach separate sheet)

Project Start Date: _____

Project Completion Date: _____

Project Description: (please use extra sheet if needed)

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Applications are now submitted online via Citizenserve

Contractor & Contact Info:

Total Cost of Project (attach bid) \$ _____

Amount Requested (maximum of either \$5,000 or \$5 x facade square footage facing a named right-of-way per project) \$ _____

Acknowledgement and Agreement

My signature acknowledges the following:

Façade changes will be in accordance with appropriateness as determined by the City of Foley Historical Commission for projects within the National or Local Historic Districts, or as determined by the City of Foley if the business resides only in the Foley Main Street District.

The project will begin within 90 days of grant approval and will be completed within 6 months of beginning work.

Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines.

Work completed prior to grant approval is not eligible for funding.

All required permits are the responsibility of the owner/applicant.

It is expressly understood and agreed that the applicant will not seek to hold the City of Foley, the Foley Historical Commission, or the Foley Main Street Organization and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to this Incentive Grant Program.

Signed _____ Date _____
Applicant

Signed _____ Date _____
Business Owner

Signed _____ Date _____
Property Owner

Send all materials to:

City of Foley
Community Development Department
120 South McKenzie Street
Foley, AL 3653

Façade Grant Checklist

If your business or building is in the Historic Districts: All of the following must be included in order to be considered for the grant.

If your business or building is only in the Main Street District: All of the following must be included except the COA in order to be considered for the grant

Contact the City Community Development Department to apply to the Foley Historical Commission. Phone 251-952-4011.

Certificate of Appropriateness:

- Certificate of Appropriateness application
- Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- Historic photographs if available
- Written description of the changes including materials to be used

Grant Submission Package:

- Completed Grant Application
- Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- Historic photographs if available
- Written description of the changes including materials to be used
- Signed Acknowledgement and Agreement
- Contractor's Bid

Process following the meeting:

- Foley Historical Commission provides approved COA and Recommendation for grant funding for requests within the Historic Districts.
- The CDD provides recommendation for grant funding for requests in the Foley Main Street District only.
- City Council Approval