

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

October 2025

**-Incentive Façade Grant
Program –**

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on existing commercially zoned buildings and businesses located within the City of Foley’s Local Historic District, National Historic Districts & the Foley Downtown Overlay District. This program excludes Residential or Industrial zoned properties, with the exception of mixed use/joint occupancy structures, in the Districts. The boundaries of these districts may change over time or the geographic footprint of the area eligible for the program could change via council action. The Incentive Grant program will adjust accordingly to those geographic footprints based on council action.

The City of Foley’s design standards and recommendations for approval for the districts are as follows:

- Local and National Historic Districts: the standard for design is based on the Foley Historical Commission Design Guidelines.
- Foley Downtown Overlay District (outside of the National Register and Local Historic Districts) projects are approved by the city.

The intent of the grant program is to encourage revitalization to as many private properties in the Districts as possible. Projects for structures located on commercially zoned properties within the defined Districts, identified by maps available on the website (<https://cityoffoley.org/community-development/>), are eligible to apply for grants.

Eligible 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 & Street Art Project Guidelines, the Mural and Public Artwork City Ordinance, as well as the incentive grant guidelines.

Inside:

- Grant Guidelines
- Acknowledgement & Agreement Form
- Application Checklist
- Certificate of Appropriateness Checklist
- District Map
- Façade Grant Reimbursement Request Document
- Payment Release

GUIDELINES

CITY OF FOLEY
NATIONAL AND LOCAL HISTORIC DISTRICTS & FOLEY DOWNTOWN
OVERLAY DISTRICT INCENTIVE GRANT PROGRAM GUIDELINES
SEPTEMBER
2025

I. GENERAL

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on existing buildings located within the City of Foley’s Local Historic District, and National Historic District & Foley Downtown Overlay District.

II. ELIGIBLE PROPERTIES

- A. Projects for structures located within said Districts are eligible to apply for grant funding.
- B. If the property is tenant-occupied, the applicant must obtain written approval from the legal owner of the property, as recorded in the Baldwin County Property Records, authorizing the tenant to do the proposed work and participate in the program. Additionally, the legal owner must agree to maintain the property in accordance with the requirements of 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.
- B. Approval by the Foley City Council after review and recommendations from Planning and Development Services is required for projects within the Foley Downtown Overlay District outside the National Register and Local Historic Districts. ~~The CDD~~ Planning and Development Services will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision.
- C. Grants are issued on a first-come, first-served basis subject to funding availability.
- D. Project expenses incurred prior to City Council approval of the project are not eligible for reimbursement.
- E. Projects must be completed six (6) months from the date of Council approval. One request for an extension of 90 days may be approved by staff. Additional extension requests must go to City Council for review.
- F. The minimum grant amount is \$1,000 and the maximum grant amount shall be the greater of either \$5,000, or mathematically calculated as \$5.00 per square foot of façade facing a named public right-of-way. Front Facade square footage is measured and defined by ~~the~~ City of Foley Building Department. Regardless of maximum grant amount, all grants must be matched dollar for dollar by the applicant.

- G. A separate fee may be required for an architectural consultation and rendering of the project, depending on the scope of work. If needed it must be allocated from property owner.
- H. Funding request for work complete before the total project is complete will not be considered.
- I. Regardless of whether applied for by Tenant or Building Owner, grants for a specific building cannot be re-applied for within five years from City Council approval. This is applicable to all addresses, including tenants, in a single structure.
- J. The applicant, business owner if different, and property owner must be current on all taxes, fees, and not have debts in arrears to the City. This is looked at on a city-wide basis, including all other business entities and/or other properties.
- K. Applicants may be prohibited from applying to future façade grants if guidelines are not followed.

IV. APPLICATION PROCESS

- A. Properties located in the Historic Districts: the application must be submitted to the Foley Historical Commission via the Citizenserve online permitting portal. The Certificate of Appropriateness must be completed simultaneous with or prior to grant application)
 - OR -
 - Properties located only in the ~~Main Street~~ Local Downtown Overlay District: the application to the Planning and Development Services via the Citizenserve online permitting portal.
- B. Documentation required to be submitted in Citizenserve with the application:
 1. Incentive Grant Application
 2. Signed written approval from the property owner authorizing the tenant to do the proposed work. The written approval must include the applicant's name, applicant's business name, and the address of the property.
 3. Three (3) separate contractors' bids dated within 60 days of application submission; itemization on bid must include a detailed description, cost of materials, and cost of labor for each item.
 4. Signed Acknowledgement and Agreement
 5. Before photos of property to be improved
 6. Completed Certificate of Appropriateness
 7. For murals, ~~then~~ a completed Foley Main Street Downtown Mural & Street Art Project Contract and Release.
 8. Renderings, descriptive information on the design / improvements and products to be used.

V. PROJECT

- A. All work must comply with City, State, and Federal Regulations.
- B. Applicants, or hired contractor, will be responsible for obtaining necessary regulatory approvals, building permits, sign permits, and other necessary permits from the City of Foley. These can be obtained from the Building Department via the Citizenserve online permitting portal.
- C. One of the three (3) contractor bids provided with the application must be used to complete the work stated within the application.
- D. Contractor completing the project must hold current & appropriate State License and City of

- Foley Business License.
- E. Construction specifications and work completed must comply with all applicable building and occupancy codes.
 - F. Applicant's payments to contractors or other vendors must be made by check or credit card. Cash payments will not be reimbursable.

VI. REIMBURSEMENT PROCESS

1. Project completion and final inspection (the project must pass inspection) by a member of the City of Foley Building Department and a Council Member is required prior to reimbursement.
2. Reimbursement shall be made only on improvements specifically approved as part of the grant. If an item that was approved is not completed or does not pass inspection, then the grant funding will be decreased by the amount of that item. The amount of reduction will be based on the itemized bid provided by the contractor that is used on the project.
3. Submission of reimbursement request along with reimbursement documentation to include final itemized invoices and proof of payment. Proof of payment includes a cleared check, detailed credit card receipt, or contractor vendor receipt detailing payment and the amount shown on the proof of payment must agree with the amount listed on the provided invoices (this can include multiple payments to one vendor; however, the total of those payments must equal the total of the invoice). All documentation must be submitted with 30 days of project completion and final passing inspection. Cash payments will not be reimbursable under this grant.
4. The applicant will be reimbursed by check within 30 days of receiving complete reimbursement documentation. Contractors and vendors will not be reimbursed directly.
5. A city representative will contact the applicant to let them know the reimbursement check may be picked up at City Hall. A release will be required to be signed at the time of check pickup.
6. Projects are not guaranteed funding until the project has passed inspection and all supporting reimbursement documentation has been received, reviewed and verified. Certain work may be withdrawn if any portion of a project changes substantially from what was approved by the Historical Commission and/or City Council.
7. The City of Foley has the right to request additional reimbursement documentation and/or hold, deny, or partially pay reimbursements based on the information provided with the reimbursement. The documentation provided must adhere to and satisfy the requirements set forth by governmental accounting standards, applicable laws, and rigorous audit protocols to ensure compliance, transparency, and fiscal accountability.

This page must be printed, signed by Applicant and both the Business Owner and Property Owner. It must be uploaded during the online application via Citizenseve.

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 Downtown Overlay District.

The project must be completed within 6 months from the date of Council approval. A notification that work has begun should be provided to the Building in order to accurately track completion requirements.

Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines. I understand that the City of Foley has the right to hold, deny, or partially pay reimbursements requested based on the information provided with the reimbursement. If the reimbursement materials are not satisfactory to staff, additional information may be requested. Failure to provide documentation acceptable to staff could result in a partial payment or complete denial of the reimbursement.

Work completed prior to grant approval is not eligible for funding. All required permits are the responsibility of the owner/applicant.

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, Foley Planning and Development Services, or the Building Department 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 _____
Applicant

Date _____

Signed _____
Business Owner

Date _____

In addition to my agreement with the above statements, I provide my express permission for the work to be done and agree to the future maintenance of the property regarding the grant-assisted work.

Signed _____
Property Owner

Date _____

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 Foley Downtown Overlay District: All of the following must be included except the COA in order to be considered for the grant

Certificate of Appropriateness:

- Certificate of Appropriateness application (submitted online via Citizenserve)
- 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 to be submitted online via Citizenserve:

- Completed Grant Application will require the following information:
 - Property Address
 - Business Name/Type/Years in existence
 - National Register Historic District? Contributing or non-contributing?
 - Local Downtown Historic District? Contributing or non-contributing?
 - Foley Downtown Overlay District?
 - Expected effect of project on business
 - Why you need/want the grant
 - Project expected cost and Start/Completion dates
 - Maximum grant amount available for property
 - Grant amount being requested
- 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 **-OR-** Planning and Development Services provides

recommendation for grant funding for requests in the Foley Downtown Overlay District only.

- City Council Approval
- Notification to Foley Building Department of Work Completion Date within 6 months of work start date



Façade Grant Reimbursement Request Documentation

Façade Grant Applicant: _____

Address of Façade Grant: _____

Date Project Approved by Historic Commission: _____

Date Project Approved by City Council: _____

Maximum Amount of Façade Grant Approved: _____

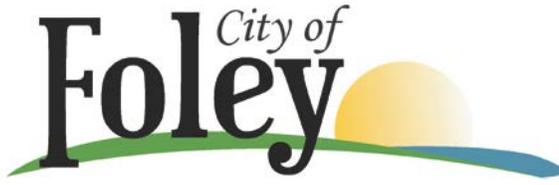
List Invoices for Reimbursements

Date	Vendor	Copy of Invoice	Copy of Payment (Check or CC)	Amount
Total of Invoices Submitted				
50% of the Invoices Submitted				
Maximum Amount of Façade Grant Approved				
Amount to be Reimbursed				

I understand that the City of Foley has the right to hold, deny, or partially pay reimbursements requested based on the information provided with the reimbursement. If the reimbursement materials are not satisfactory to staff, additional information may be requested. Failure to provide documentation acceptable to staff could result in a partial payment or complete denial of the reimbursement.

Applicant Signature

Date



PAYMENT RELEASE

The façade grant between the City of Foley and _____ is complete.

The City of Foley has provided a reimbursement of _____

(\$_____) for the improvements to the property at _____.

This has been paid in full and satisfies all requirements of the façade grant.

The undersigned hereby accepts draft or drafts as final payment of the consideration set forth above.

ACCEPTED BY:

Signature

Printed Name

Date

WITNESS #1

Signature

Printed Name

WITNESS #2

Signature

Printed Name