

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

April 10, 2024

**-Incentive Grant Program –**

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on **commercially zoned** 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 on commercially zoned properties** 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

*April 10, 2024*

## **GUIDELINES**

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

*April 10, 2024*

#### **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 no 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 no 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.

*April 10, 2024*

- 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. **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 and grant awards cannot exceed the ~~total~~ **maximum allowed** for the five year period.

#### IV. APPLICATION PROCESS

- A. IF in the Historic Districts: submit application to the Foley Historical Commission **via the Citizenserve online permitting portal**. (See attached checklist for certificate of appropriateness **which must be completed simultaneous with or prior to grant application**)  
 IF only in the Main Street District: submit application to the CDD **via the Citizenserve online permitting portal**.
- B. **In Citizenserve, you will** submit **the following**:
1. Incentive Grant Application ~~and Agreement with~~
  2. Two (2) separate contractors' bids
  3. ~~Maintenance Covenant Agreement~~ **Signed Acknowledgement and Agreement**
  4. Before photos of property to be improved
  5. Completed Certificate of Appropriateness
  6. 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 **via the Citizenserve online permitting portal**.

#### VI. REIMBURSEMENT PROCESS

Reimbursement will occur after:

*April 10, 2024*

1. Project completion and final inspection by a member of the City of Foley Community Development Department.
2. Submission of ~~paid-final~~ invoices **with proof of payment**.
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: \_\_\_\_\_

Number of years in Business: \_\_\_\_\_

Existing Business: \_\_\_\_\_

OR New 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) \_\_\_\_\_

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) \$ \_\_\_\_\_

April 10, 2024

***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:

Facade 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. ***A notification that work has begun should be provided to the Community Development Department 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.

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

Send all materials to:

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

*April 10, 2024*

## 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 **(submitted online via Citizenseve)**
- 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 Citizenseve:**

- Completed Grant Application **will require the following information:**
  - **Property Address**
  - **Business Name/Type/Years in existence**
  - **National Register? Contributing or non-contributing?**
  - **Local Downtown Historic District?**
  - **Main Street 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-** CDD provides recommendation for grant funding for requests in the Foley Main Street District only.
- City Council Approval
- **Notification to CDD of Work Start Date within 90 days of Council action**
- **Notification to CDD of Work Completion Date within 6 months of work start date**