

CITY OF FOLEY
~~DOWNTOWN/NATIONAL AND LOCAL HISTORIC DISTRICT~~
**NATIONAL REGISTER AND LOCAL DOWNTOWN
HISTORIC DISTRICTS**

-Incentive Grant Program –

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on buildings located in the ~~Foley~~ National **Register** and Local **Downtown** Historic Districts. 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.

The standard for design is based on the Foley Historical Commission Design Guidelines. 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** ~~City Planning Commission~~, are eligible to apply for grants.

Work may include any exterior improvements deemed acceptable by the Foley Historical Commission, ~~Planning Commission~~, or City Council as appropriate. Benches, flower pots and outdoor seating (for restaurants) are eligible. All signs should be hanging “blade type/**projecting**” to insure continuity.

Inside:

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

**CITY OF FOLEY
NATIONAL AND LOCAL HISTORIC DISTRICTS
INCENTIVE GRANT PROGRAM GUIDELINES**

Effective _____

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.

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.
- C. Grant applicant must be current dues paying members of the South Baldwin Chamber in good standing. If not currently a member, a two year commitment is required with application.

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 Downtown** Districts. ~~Applications outside of the National District should be submitted directly to the Foley City Planning Commission, which will~~ **The Historical Commission** will review and make appropriate recommendations to the Foley City Council. City Council will make **the** final decision.
- B. Grants are issued on a first-come, first-served basis subject to funding availability.
- C. Projects must commence within 60 days of grant approval and must be completed within no more than 6 months from start of work.
- D. The amount of the grant for approved projects is 50% of the project total with a maximum of \$5,000 per property, subject to funding availability. Grants for Improvements to buildings which have been vacant one year or longer or to expand existing operations shall be eligible for up to 75% reimbursement or a maximum of \$7500 per project.

- E. The required match from the property owner may be in the form of cash or in-kind contribution. Grant recipient must provide proof of value of in-kind contributions from an appraiser, from appropriate receipts or from other knowledgeable sources, acceptable to city officials.
- F. A separate \$500 fee must be allocated from property owner for an architectural consultation and rendering of the project.
- G. Grants for a specific building cannot be re-applied for within 24 months from project start date. Owners of multiple buildings may make multiple requests.

IV. APPLICATION PROCESS

- A. Submit application to The Foley Historical Commission ~~if applicable~~.
See attached checklist for certificate of appropriateness.
- B. Upon receipt of certificate of appropriateness, submit
 - 1. Incentive Grant Application and Agreement with 2 separate contractors' bids
 - 2. Maintenance Covenant Agreement
 - 3. Before photos of property to be improved

V. PROJECT

- A. Construction projects require building permits.
- B. Signs require permits.
- C. 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 grant committee.
- 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.

CITY OF FOLEY DOWNTOWN INCENTIVE GRANT APPLICATION

Applicant: _____

Property Owner: _____

Applicant
Address: _____

Telephone: _____

E-mail: _____

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:

Date of Foley Historical Commission Certificate of Appropriateness:

Contractor & Contact Info:

Total Cost of Project (attach bid) \$ _____

Amount Requested (50% of total not to exceed \$5,000 per project) \$ _____

Or \$7,500 for expansions or vacant buildings \$ _____

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 District or the **Local Downtown Districts**. ~~City of Foley Planning Commission for projects within the Local District.~~

☐ The project will begin within 60 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 or the Foley Historical Commission, 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 _____
Property Owner

Signed _____ Date _____

Applicant

Send all materials to:

City of Foley
Community Development Department
200 North Alston Street
Foley, AL 36535

CHECKLIST

All of the following must be included in order to be considered for the grant.

Contact the City Planning **Community Development** Department to apply for a **to the** Foley Historical Commission hearing. Phone 251-952-4011.

Certificate of Appropriateness:

~~Take with you to the meeting:~~

- ☐ 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.** ~~Approval~~
- ☐ City Council Approval