

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

-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 Downtown Historic District, National Register Historic District & the Foley Main Street District. ~~located in the 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.

For the City of Foley's Local Downtown and National Register 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 Downtown 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. Benches, flower pots and outdoor seating (for restaurants) are eligible. ~~All signs should be hanging "blade type/projecting" to insure continuity.~~ 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

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 Downtown 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.
- ~~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 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 the CDD is required for projects within the Foley Main Street District outside the National Register and Local Downtown Historic Districts. The CDD 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. Projects must commence within ~~60~~ 90 days of grant approval and must be completed within no more than 6 months from start of work.

- E. The amount of the grant for approved projects is 50% of the project total with a maximum of \$5,000 per ~~property~~ **business and/or 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.
- F. The required match from the **business and/or** 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.
- 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 **and/or business** cannot be re-applied for within 24 months from project start date. Owners of **multiple businesses and/or** buildings may make multiple requests.

#### 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 ~~grant committee~~ **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 REGISTER, LOCAL DOWNTOWN HISTORIC DISTRICTS & FOLEY MAIN STREET DISTRICT ~~DOWNTOWN~~ 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)

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

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Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Project Description:

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\_\_\_\_\_  
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 Register **or Local Downtown Historic Districts**, **or as determined by the City of Foley if the business resides only in the Foley Main Street District.** ~~or the Local Downtown Districts.~~

The project will begin within ~~60~~ **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, ~~or 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 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
**Business and/or** Property Owner

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Send all materials to:

City of Foley  
Community Development Department  
~~200 North Alston Street~~ **120 South McKenzie Street**  
Foley, AL 36535

# Checklist

## 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