



FAÇADE GRANT APPLICATION

Downtown Green Bay, Inc. will fund **up to 50%** of the cost for facade improvements for properties located within the Downtown Green Bay BID. The maximum grant is not to exceed **\$4,000** and applies to the **front facade only**. Grants will only be awarded to projects that are approved by the Urban Design Committee of DGBI **prior to the start of work**. A written confirmation from DGBI must be provided prior to construction. Please see attached for further details.

Date: _____ Estimated Cost of Project: _____

Business Name: _____ Phone: _____

Street Address of Business: _____

Mailing Address, If Different Than Street Address: _____

Contact Person: _____

Proposed Start Date: _____ Anticipated Completion Date: _____

Describe the scope of the proposed facade improvements and how the project fits with the Downtown Green Bay Design Plan and the Town Square Design Plan (if applicable).

Please provide:

- A picture of the existing façade
- Facade plans drawn to 1/4 inch scale
- Elevation detailing changes to be made
- Estimated cost breakdown
- Materials specifications

The undersigned applicant affirms that the information submitted herein is true and accurate to the best of my knowledge.

Signed _____ Date: _____
Applicant

Signed _____ Date: _____
Property Owner (if different than Applicant)

FACADE GRANT GUIDELINES

Facade improvements (outside front) that qualify for the Facade Grant Program:

- Removal of fake facades
- Removal of window air conditioners, grills and /or signs that are inappropriate for the building
- Masonry cleaning and/or repair
- Historic restoration elements
- Repairs to siding, windows, doors, signs, awnings, light fixtures
- Replacement of siding, windows, doors, signs, awnings, light fixtures
- Painting
- Shutters, planters or other design elements
- Facade elements of second floor additions

Rules:

- Project must adhere to all City and State codes.
- Project must be in compliance with the City of Green Bay Design Plan and the Town Square Design Plan (if applicable).
- Information required at time of application:
 - A picture of the existing façade
 - Facade plans drawn to ¼ inch scale
 - Elevation detailing changes to be made
 - Estimated cost breakdown
 - Materials specifications
- Application form must have all information required completed.
- The project must commence within 6 months of approval and be completed within 12 months to ensure timely utilization of funds.
- All deadlines must be adhered to.
- Approved applicants must agree to have a sign posted during the project stating that the project is funded in part by DGBI

Application Process:

1. Contact DGBI for a Facade Grant Application (920-437-5972).
2. Complete the application and return it to DGBI along with the required plans and detailed information. Consult with DGBI staff in preparation of the application. Applicants are encouraged to review the City of Green Bay Design Plan and the Town Square Village Design Guidelines prior to project submission (available from DGBI).
3. Written notification will be provided within 10 days of the Urban Design Committee decision.
4. Approved applicants will be reimbursed for the grant after completion of the project and when paid receipts are submitted to DGBI. Copies of all applicable city building permits need to be provided to DGBI at the time reimbursement is requested.

The DGBI Urban Design Committee reserves the right to deny any application due to incomplete information or any application that is inconsistent with the Downtown Design Plan.